



THE AMERICAN
UNIVERSITY IN CAIRO

EXECUTIVE EDUCATION

SCHOOL OF
BUSINESS



IFMA™

International Facility Management Association
Empowering Facility Professionals Worldwide

Facility Management Professional Credential Program FMP®



Top 5 Reasons to Earn the FMP

Build a Solid Foundation:

The enhanced course curriculum required to achieve IFMA's Facility Management Professional (FMP) Credential will prepare you for the unique challenges of the profession, focusing on competencies essential to a FMs day-to-day responsibilities.

Start your Career in the Right Direction:

Facility Management is a constantly evolving profession. A commitment to continuing education and professional development ensures up-to-date skill set throughout your career.

Prepare for the Certified Facility Manager CFM Exam:

FMPs who continue their professional growth have a greater chance of successfully completing the CFM exam and joining the elite circle of Certified Facility Managers.

Set Yourself Apart from the Competition:

Whether your applying for a position or promotion in the field, or if you plan to do business with an FM, having the letters "FMP" after your name demonstrates your professional knowledge.

Establish your Professional Network:

Enjoy opportunities to meet and network with expert instructors and peers during live FMP courses

Facility Management Academy:

Facility Management Academy was established in 2016 as a partnership between The American University in Cairo, International Facility Management Association and ARDIC for Real Estate Development, the founding corporate partner of Facility Management Academy.



Program Overview:

IFMA's Facility Management Professional FMP designation is a knowledge-based credential for FM professionals and industry suppliers looking to increase their depth of knowledge in the core of FM topics deemed critical by employers. By earning the must have FMP credential, you will join over 7,200 professionals worldwide who have improved their knowledge, enhanced their skills, and gained immediate credibility with employers, clients and peers.

Program Content:

This program is designed to provide participants with skills and tools to become more productive and efficient in their work place. IFMA's FMP is a knowledge-based credential for FM professionals and industry suppliers looking to increase their depth-of-knowledge in the core FM topics deemed critical by employers. The program consists of printed and e-version reading materials, interactive online study tools and online FMP final assessments.

Faculty:

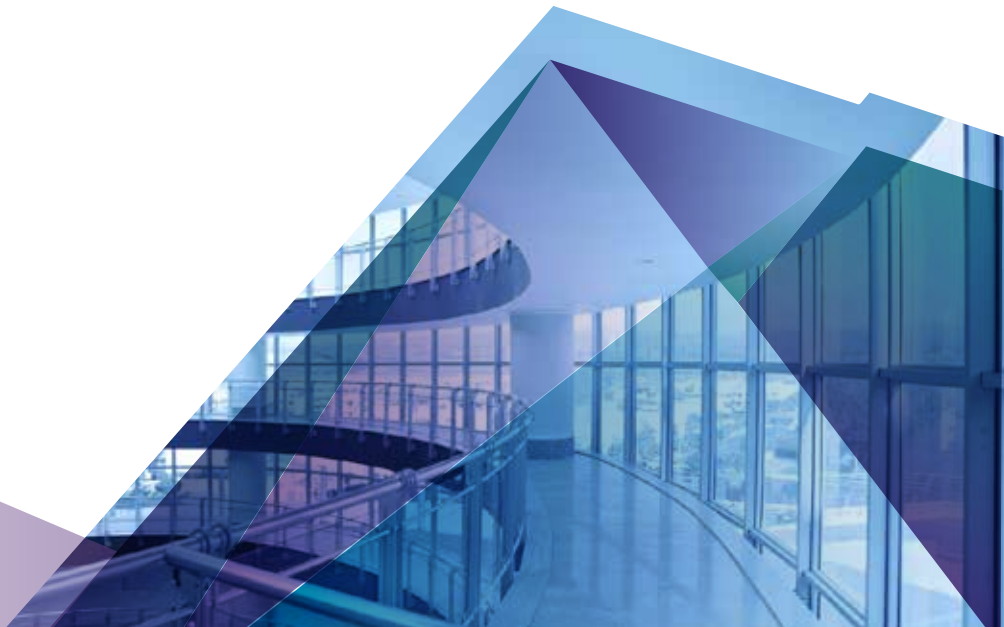
This program is conducted by preeminent instructor with hands-on experience in the facility management industry.

Who Should Attend?

- Early-to mid-career facility management practitioners seeking enhanced knowledge and skills
- Individuals who are transitioning into the FM profession
- Related-industry practitioners such as architects, designers and safety engineers
- Facility-related product and service providers

Certificate:

Participants who pass all four FMP final assessments with a passing score of 75 percent within the 65 minute time limit and submit their FMP application to IFMA, will be awarded their FMP credential and by attending 80 percent of the program training hours, participants will grant certificate of attendance from The American University in Cairo, Executive Education, School of Business.



Fees:

Facility Management Professional Program tuition fees for 2018 are EGP 50,400 for the eight training days. This includes fees for the training program, covering instruction, certification/application, printed and online material and hospitality.

Application Process:

Please request an application from: execed@aucegypt.edu

Applications are reviewed upon submission and accepted on a rolling basis.

Early application is strongly recommended, as space is limited

“IFMA Facility Management Professional Credential Program”

Courses

Course One – Two Days – 30 and 31 January, 2018 (Tuesday, Wednesday) Operations and Maintenance

The primary role of facility managers is to manage/oversee an operating facility. To do this, facility managers must have a working knowledge of building systems, structure, interiors and exteriors and grounds so the facility and all of its required systems function efficiently, reliably, safely, securely and in a manner consistent with existing regulations and standards. Effective operation and maintenance of facilities is a complex responsibility in today's environment.

Learning outcomes:

1. Explain the role of operations and maintenance in facility management
2. Discuss the scope of the facility manager's duties and responsibilities in support of the organization's missions and goals
3. Identify and describe building structures, systems, interiors, exteriors and grounds
4. Discuss common deficiencies in building structures, systems, interiors, exteriors and grounds
5. Identify security, health and safety considerations relative to building structures, systems, interiors, exteriors and grounds



6. Describe how acquisition begins an asset's life cycle and what factors are used in deciding on an acquisition
7. Describe a typical workflow process for occupant services
8. Explain the key aspects of a successful occupant services plan

Course Two – Two Days – 3 and 4 February, 2018 (Saturday and Sunday)

Project Management:

Facility managers make use of all aspects of project management beginning with planning, scoping, scheduling and ending with evaluating. Project planning and management are core skills in facility management. The skills are particularly important because of the wide range of projects assigned to the facility organization. Projects vary in scope, complexity, duration and financial risk.

Learning outcomes

1. Discuss how projects can be defined, including common criteria and attributes
2. List common types of FM projects
3. Explain the Define phase of a project, including typical inputs, activities and outputs
4. Discuss the elements addressed in the process of defining the project purpose
5. Develop a statement of objectives to detail project scope and deliverables and constraints of schedule, budget and quality in sufficient detail to begin project planning
6. Discuss how to acquire contracted resources for team positions, materials or professional services using an open tender/bidding process or direct negotiation.

Course Three – Two Days – 5 and 6 February, 2018 – Monday and Tuesday

Finance and Business:

Facility managers manage and oversee high-value assets that represent significant financial investment in technology, buildings, structures, interiors, exteriors and grounds. Since facility managers are typically responsible for the oversight, operation and maintenance of the buildings and grounds, as well as oversight of various service contracts, understanding the basics of finance and business is critical.



Learning outcomes

1. Summarize the reasons why finance and business management are key ingredients in the success of facility management
2. Define key finance terms prevalent in facility management
3. Develop, recommend and manage/oversee the facility budget
4. Identify the basic financial statements an organization prepares and describe the elements impacted by facility management operations
5. Describe the fundamental aspects of customary facility management outsourcing relationships
6. Identify the principles involved in the development and oversight of facility management contracts

Course Four – Two Days – 7 and 8 February, 2018 – Wednesday and Thursday *Leadership and Strategy:*

Facility managers must develop strategies to successfully carry out major initiatives by influencing the decisions and attitudes of others. To be effective, facility managers must be able to integrate people, places, process and technology to align the facility portfolio with the entire organization's mission and available resources. Innovation is required to move forward and management of staff and processes required to respond to the ever-changing requirements.

Learning outcomes

1. Explain the importance and objectives of strategic planning
2. Align the facility's strategic plan with the entire organization's strategy
3. Develop a balanced scorecard to define and measure strategic and tactical goals and progress
4. Assess property and services needed to meet current and future organizational requirements
5. Explain the complementary but different natures of leadership and management
6. Explain the importance of advocating for facility management needs and priorities
7. Develop and support robust FM policies, procedures and practices for the entire organization
8. Explain how to ensure compliance with corporate social responsibility policies by leveraging the role of facility managers



AUC Facility Management Academy
IFMA Facility Management Professional Program FMP 2nd Intake - Fall 2017



AUC Facility Management Academy
IFMA Facility Management Professional Program FMP 1st Intake - Fall 2016



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