

REPLY FORM

Name: _____

Address: _____

Tel: _____

Fax: _____

Email: _____

Tick Preference:

Weekdays:

Weekends:

Duration: 24 hours

Fees: \$800 per person

Venue: 52 Chin Swee Road #04-00
Seacare Building
Singapore 169875

Examination:

\$150 for BOMI examination (optional)

Certificate of Accomplishment will be awarded upon successful completion of the programme with 75% class attendance and assignment completion

Contact:

Ralph Lee 6100 4482 for further details

Tear here and mail to iHub-Sinnet Education Pte Ltd

Course Leader

Dr. Joshua Wong Loke Hai
BSc(Eng)[LOND] MBA DBA

Dr. Joshua Wong has a global experience in trades, professions, academia, international business and industry.

He has been known as a “trouble-shooter”, a catalyst specialist to revamp a Company’s Operations. He is the author and publisher of the book “Spirit Encounters – Journey from Darkness to Light”.

He is a director of All Nations Enterprises Pte.Ltd a publisher and entrepreneur in investment opportunities. Since 2002, he has been a Business Consultant to Asia Pacific Mission Ltd. with its HQ in Singapore.

Recently, he is appointed as the International Business Consultant of H.E.L.P. Ministries International Trust in Cape Town, South Africa. Currently, he is Principal Training Consultant with iHub-Sinnet Education Pte Ltd



iHub-Sinnet Education Pte Ltd

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Seacare Building
52 Chin Swee Road
(Jalan Kukoh junction)



The Faculty consists of qualified and experienced trainers with professional and academic accreditations accepted by professional institutions and academic institutions.

**Facilities Management Administrator
FMA[®] Programme**

Managing the Organization

Main Topics:

- ◆ Managing skills and tools
- ◆ Leadership styles and relationships
- ◆ Types of organization
- ◆ Team building, leadership, and motivation
- ◆ Planning, controlling and decision making
- ◆ Problem-solving techniques
- ◆ Project and change management
- ◆ Workplace safety and documentation

Introduction

This course will prepare you to manage and lead your organization through improved communication, motivation, relationship and team building, project management, problem solving, and decision-making skills.

Managers who take this course will be able to further develop their group leadership and management techniques and abilities, and analyze and improve their relationships with staff, colleagues, and owner.

You will acquire the proper use of different leadership styles & effective communication to effectively assemble and lead groups & teams, you will also learn the techniques for planning, controlling, decision making & problem solving, how to manage change and projects that is crucial to your success.

Learning Outcomes

Through this course, you will learn about management tools and leadership styles related to property and facility management.

This course discusses leadership theories and management best practices, motivation theories and relationships, decision-making and problem-solving techniques, change and project management, and workplace safety.

Topics Details

- ◆ Managing the manager
- ◆ Relations and Interrelationships
- ◆ Leadership and communication
- ◆ Leading the FM department
- ◆ Know where you live: Building solid organization foundation
- ◆ Effective Group and Team Leadership
- ◆ Motivating Employees
- ◆ Planning, Controlling and Decision Making
- ◆ Problem solving Techniques
- ◆ Managing change, or "Who move my Cheese"
- ◆ Project management
- ◆ IS (Information systems) and DSS (Decision support systems)
- ◆ Workplace safety, documentation and document management

Key Concepts & Skills Developed

- ◆ How to manage project and change, using information and decision support systems
- ◆ The importance of work place safety and required documentation
- ◆ Application to manage your company on completion of this programme

BOMI International is a nonprofit educational organization headquartered in Annapolis, MD, in the heart of the Baltimore-Washington, DC region. As the premier educational resource trusted by globally-recognized corporations, BOMI works to improve the skill of professionals at many levels with property, facilities, and systems responsibilities.

BOMI's industry-standard designations are recognized throughout the property and facilities management industry as marks of distinction and expertise. BOMI designations include Real Property Administrator (RPA[®]), Facilities Management Administrator (FMA[®]), System Maintenance Administrator (SMA[®]), and Systems Maintenance Technician (SMT[®]). Courses are accredited by the American Council of Education.

To obtain the **FMA Designation[®]** candidates must successfully complete and pass all Six Mandatory Courses + One Elective Course;

Mandatory Course

- ◆ The Design, Operation, and Maintenance of Building System, Part 1 and Part 2
- ◆ Real Estate Investment and Finance
- ◆ Environmental Health and Safety Issues
- ◆ Technologies for Facilities Management
- ◆ Facilities Planning and Project Management

Elective Course

- ◆ Fundamentals of Facilities Management
- ◆ Managing the Organization