

LEARNING OBJECTIVES:

Upon completion of this workshop participants should be able to:

- Explain the basics of Facility Management and Project Management.
- Demonstrate an understanding of Project Management principles to Facility Management.
- Describe the important link(s) between Facility Management and Project Management.
- Appreciate the need for formal Project Management processes within the Facility Management arena.
- Describe the roles of both disciplines and be able to apply knowledge in a cross functional manner in order to achieve set objectives.
- Explain the different elements of project strategy and how it relates to the Facility Management process.
- Develop and monitor a project plan for use in Facility Management.
- **Earn 18 PMI Approved ® PDUs**

TARGET AUDIENCE:

This workshop would be beneficial to:

- Facilities managers
- Project managers – with or without responsibility for Maintenance and/or Facility Management deliverables
- Maintenance supervisors/personnel
- Administrators with facility and/or maintenance responsibilities
- Maintenance schedulers/planners
- Any persons getting into the facility management or project management field

PROGRAMME OUTLINE:

DAY ONE

1. Understanding modern Facility Management

- Defining modern Facility Management
- The role of Facility Management within an organisation
- The role and responsibilities of a Facility Manager
- Effective and efficient Facility Management – what bearing does this have on the facility and why
- Core competencies – the modern approach

2. Understanding Project Management

- Defining modern Project Management – what is it
- Basic principles of Project Management
- The role of Project Management in an organisation
- The role and responsibilities of a Project Manager
- Project Management processes
- Effective and efficient Project Management – what bearing does this have on the facility and why
- Core competencies of Project Management

3. The gap between Project and Facility Management

- Why the need for both disciplines
- The organisational benefits of having both disciplines
- Understanding the similarities of the disciplines
- Understanding the differences of the disciplines
- Bridging the gap

DAY TWO

1. The Project Management process for Facility Management purposes

- Definition
- The importance of the process
- Project Management structure for Facility Management
- The project plan
- Effective sequence planning and time scheduling for Projects
- Project life cycle
- Resource management
- Disaster preparedness

2. Strategic management of the disciplines

- Definition of strategy and its purpose
- Strategic thinking objectives
- Creative vs. Analytic approaches to strategy
- Delivering stakeholder value
- Research methods
- Behavioral aspects of Project Management for Facility Management
- Analysis (SWOT etc.)
- The effects of globalisation on Facility and Project Managers

3. Developments in Project Management

- Key Processes
- Competitive Advantage
- Vendor Support & Development
- Latest Trends on Operations & Maintenance
- Contracts
- Procurement Principles
- Energy

DAY THREE

1. The role of technology in project based Facility Management

- History
- Current work technologies
- Legal framework
- The future of technology in Facility Management

2. The control process

- The main methods used in day to day facility and Project Management
- Conflict management
- Change control
- Managing risk
- Performance measurement
- Reporting
- Decision making using Project Management and Facility Management principles

3. Change Management

- Definition of change management
- The importance of change management
- Principles of change management
- Change management process
- The influence of change management on Facility Management and Project Management
- Facility and Project managers as agents of change
- Project Change Management

FACILITATOR: Mr. Vaughn Halliday

Mr Vaughn Halliday is a dynamic and team-spirited Facilities Management and Project Management Professional. With over 18 years' experience, his career has spanned both the operational and strategic management aspects of a diverse range of facilities within the Caribbean.

Fuelled by a deep passion for the advancement of the FM industry, Vaughn has actively contributed to the development of the Trinidad and Tobago Chapter of the International Facility Management Association (ITIFMA), of which he was a founding member. Over the years, he has held several leadership positions on the executive, and currently serves as the Chapter's Vice President. He is also a member of the Trinidad and Tobago Green Building Council (TTGBC) and the Project Management Institute (PMI) South Caribbean Chapter.

Vaughn has lectured frequently in Project Management and Facilities Management, and is an IFMA certified trainer for the Essentials of FM Programme, and the Facility Management Professional (FMP) Designation. Between 2015 and 2016, he served as a subject matter expert during IFMA's Global Job Task Analysis, and currently serves as a Commissioner on IFMA's International Credential Committee (ICC), which has oversight of all activities related to IFMA credentials.

A strong believer in continuous development, Vaughn holds an Associate Degree in Mechanical and Electrical Engineering, a Bachelor Degree in Management, and a Masters in Project Management. He also holds the Facility Management Professional (FMP), the Sustainability Facility Professional (SFP), the Project Management Professional (PMP), and the Change Management (Prosci Methodology) certifications. He is currently pursuing his Doctorate in Business Administration focusing specifically on Performance Management in Facility Management, with the goal that his research will further add to the development of the regional FM industry.



DETAILS:

Date:	February 24 th , March 3 rd & March 10 th , 2018
Time:	9 a.m. – 4p.m.
Cost:	\$4,000.00 (inclusive of Training Materials, Lunch and Certificate of Participation)
Venue:	Arthur Lok Jack Graduate School of Business Mt Hope
Coordinators:	Umesh Sookoo ext. 367 Tel: 645-6700 Fax: 662-1411 E-mail: openerolment@lokjackgsb.edu.tt Website: www.lokjackgsb.edu.tt

Certification:

Certificates will only be issued to participants who have attained a minimum attendance rate of 75% for the duration of the course.

Course Cancellation/Reschedule Policy:

The Arthur Lok Jack Graduate School of Business (Lok Jack GSB) reserves the right to cancel training at any time. If Lok Jack GSB cancels the training due to unforeseen circumstances beyond the control of Lok Jack GSB, you are entitled to a full refund of the course fee, or your course fee can be credited toward a future training, based upon availability (providing payments have been made before original advertised date).

Lok Jack GSB reserves the right to reschedule training at any time. If Lok Jack GSB reschedules training due to unforeseen circumstances beyond the control of Lok Jack GSB, the training will take place at the next available time. Participants will be informed via phone and/or e-mails.