



NIGERIA CHAPTER OF
IFMA™
International Facility Management Association

Build your career
on a solid foundation...

Earn the Facility Management Professional Credential



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March 14 - 28, 2022, June 6 - 20, 2021, Sept. 5 - 9, 2022



TOP 5 reasons to earn your FMP

Build a solid foundation

1

The enhanced and updated 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 an Fm's day-to-day responsibilities.

Start your career in the right direction

2

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

Prepare for the Certified Facility Manager (CFM) Exam

3

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

4

Whether you are 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

5

Enjoy opportunities to meet and network with expert instructors and peers during live FMP courses. Take advantage of special FMP events at local, national and international events.

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

COURSE CONTENT

Introduction to Operation and Maintenance

Topic 1: Operations and Maintenance Overview

Topic 2: Begin with a Plan

Assess Facility Needs

Topic 1: Assess the Condition of the Building Structure

Topic 2: Assess Exterior Structures, and Elements

Topic 3: Assess the Condition of Building Systems

Topic 4: Assess Interior Furnishings, Fixtures, and Equipment

Topic 5: Assess Grounds

Manage/Oversee Operations and Maintenance of Building, Systems, and Equipment

Topic 1: Acquire Systems, Materials, and Equipment

Topic 2: Install Systems, Materials, and Equipment

Topic 3: Maintain Systems, Materials, and Equipment

Topic 4: Operating Building Systems and Equipment

Topic 5: Replace Systems, Materials, and Equipment

Manage/Oversee Occupant Services

Topic 1: Recognize Desired Occupant Services

Topic 2: Develop Usage and Service Guidelines

Topic 3: Prepare and Execute Modifications to Occupant Services

Select the Best Resources

Topic 1: Develop Maintenance and Occupant Service Specifications

Topic 2: Select Competent Service Providers (Staff or Contract)

Topic 3: Negotiate Service Level Agreements (SLAs)

Topic 4: Monitor Work/Service Performance

Topic 5: Resolve Contract Disputes

Measure Operations and Maintenance Performance

Topic 1: Determine Life Cycle Cost (LCC)

Topic 2: Monitor the Use and Performance of Facilities

Topic 3: Monitor Occupant Satisfaction



March 24 - 26, 2022
June 16 - 18, 2022
Sept. 15 - 17, 2022

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.

COURSE CONTENT

Introduction to Project Management

Topic 1: Facility Management (FM) Projects and Project Management

Topic 2: The Project Manager

Topic 3: Project Management Processes and Life Cycles

Define Projects

Topic 1: Define Phase Introduction and Project Inputs

Topic 2: Define Project Purpose

Topic 3: Perform Programming

Topic 4: Create Project Charter and Project Objectives Statements

Plan Projects

Topic 1: Design Deliverables or Space

Topic 2: Create the Project Management Plan

Topic 3: Plan Team and Resources

Manage and Oversee Projects

Topic 1: Acquire Team and Resources

Topic 2: Execute and Control Project

Close Projects

Topic 1: Accept Deliverables or Occupy Space

Topic 2: Close Contracts and Projects and Evaluate Outcomes



Facility managers manage/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.

COURSE CONTENT

Introduction

Finance and Business in the Facility Organization

Topic 1: The Importance of Being Finance and Business Aware

Topic 2: Financial Terminology

Topic 3: Fundamental Accounting Concepts

Financial Management of the Facility Organization

Topic 1: Budgets and Budgeting Basics

Topic 2: Financial Statements

Topic 3: Business Cases, Supporting Documentation, and Financial Reports

Topic 4: Fundamental Cost Concepts

Topic 5: Analyzing and Interpreting Financial Documents

Topic 6: Cost Containment Strategies

Topic 7: Chargebacks

Procurement in the Facility Organization

Topic 1: Procurement Procedures

Topic 2: Procurement and Facility Management Outsourcing
Contracts in the Facility Organization

Topic 1: Contract Development, Management and Oversight

Topic 2: Contract Administration

Topic 3: Analyzing and Interpreting Financial Contract Elements

Topic 4: Resolving Vendor Conflicts



March 14 -16, 2022
June 6 - 8, 2022
Sept. 5 - 7, 2022

Leadership and Strategy Essentials

To be effective, facility managers must develop strategies to successfully carry out major initiatives by influencing the decisions and attitudes of others. Effective strategies require that facility managers are able to integrate people, places, processes and technology. They must be able to align the facility portfolio with the entire organization's missions and available resources, and to be innovative in order to move forward with their staff and processes to respond to the ever-changing requirements.

COURSE CONTENT

Introduction

Plan Strategically

Topic 1: Introduction to Strategic Planning

Topic 2: Align Facility's Strategic Requirements to Entire Organization's Requirements

Topic 3: Develop and Implement a Strategic Planning Process

Topic 4: Develop a Strategic Facility Plan or Facility Master Plan

Topic 5: Implement Strategy Using Tactical Plans

Lead and Manage the Facility Organization

Topic 1: Introduction to Leadership and Management

Topic 2: Theories of Individual Behavior and Leadership

Topic 3: Lead, Influence, Inspire, and Manage the Facility Organization

Topic 4: Advocate for Facility Management Needs and Priorities

Topic 5: Organize and Staff the Facility Organization

Topic 6: Develop Effective Teams

Topic 7: Develop, Implement, and Evaluate FM Policies, Procedures, and Practices

Topic 8: Clarify and Communicate Responsibilities and Accountabilities

Topic 9: Resolve Conflicts

Provide Leadership to the Entire Organization

Topic 1: Promote, Encourage, and Adhere to a Code of Conduct

Topic 2: Develop and Manage/Oversee Relationships

Topic 3: Ensure Compliance with Corporate Social Responsibility Policies

Paul is a certified facility manager of both the International Facility



Management Association (IFMA) and the British Institute of Facility Management (BIFM). He is a qualified instructor for the Essentials of Facility Management (EoFM), Facility Management Professional (FMP), Sustainability Facility Professional (SFP) and the Certified Facility Management (CFM) with FM Learning System programs for IFMA. He is an industrial and business process engineer, real estates and property manager with over 15 years' experience working in strategy implementation, operations systems and processes deployment and change management for oil and gas, telecoms and corporate real estates. Paul is a renowned facilities engineering and real estate strategist acknowledged for delivering satisfactory results on all types of facility management contracts.

Paul is an architecture graduate with honours from Ambrose Alli University Nigeria, bagged a postgraduate diploma in Economics from The University of Port Harcourt Nigeria as well as an MSc in Industrial Engineering and Operations Management from The University of Nottingham, United Kingdom. He holds the Certified Facility Manager (CFM), Sustainability Facility Professional (SFP) and the Facility Management Professional (FMP) credentials of IFMA USA, as well as certified (CBIFM) by the British Institute of Facility Management (BIFM). Paul is currently working on his doctor of business administration (DBA) degree at Walden University, USA.

After a few years running his facilities services and photography outfits, Paul worked as FM Services Manager for the Church of Jesus Christ of Latter-day Saints where he was responsible for managing the state-of-the-art Aba Nigeria Temple Complex among others. He also had brief stints working in the property management sector in the United Kingdom and with Halliburton Ghana. Before taking on his current entrepreneurial endeavours as CEO of Max-Migold Ltd and Executive Director Operations and Technical for Eliezer Group, Paul worked as General Manager in Alpha Mead Facilities and Management Services Ltd. During this time, he had responsibility for large scale Oil & Gas, and telecoms integrated facility management contracts including the Shell Nigeria offices and residences, the Schlumberger NTC Camp in Port Harcourt Nigeria, the Nokia Solutions and Networks Africa hub management, as well as AMF's subsidiaries in Ghana, Kenya and South Africa.

