



# COURSE HIGHLIGHTS

A 2-day Remote Online Learning on...

## PROCESS IMPROVEMENT FOR BUILDING FACILITIES MANAGEMENT - OPERATION AND MAINTENANCE

\* DATE : 19-20 NOVEMBER 2025 @ TIME : 9:00AM - 1:00PM \*

### METHODOLOGY :

- \* Theoretical type of course
- \* Course presentation shall be delivered in English/Bahasa Malaysia
- \* Course notes shall be written in English
- \* Questions and Answers session

### COURSE LEADER

Course Leader has over 52 years of field experience in electrical engineering, and he is currently serves as Technical Director, specialized in installation, testing and maintenance of electrical installation. Throughout his 52 years carriers in the filed of electrical engineering, he has held numerous positions such as Senior Technician, Forman, Assistant Engineer, Project Manager, Facility Manager, Consultant Engineer, Technical Advisor, and has served for both the public (Public Works Department) and private sectors.

*If you need any in-house courses, Contact us for further information*

HRDC Claimable (Subject to Approval)

CPD from LPPEH = 6 Hours applied for

Online Course conducted via  
ZOOM Meeting

- Understanding Standard Operating Procedure for Building Facilities Management
- Standard Operating Procedure Format
- Safety Management System
- The process for improvement Facilities Management
- What makes a good Facility Manager?
- Engineered Performance Standard (EPS)
- Technical Improvement Plan
- Budget and cost control
- Operation and Maintenance Manual

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### WHO SHOULD ATTEND

Engineering, Technical and Non Technical personnel who are directly or indirectly involved in the profession of Building Facility Management; such as

- Appraisers
- Building Consultants / Managers
- Chargeman
- Contractors
- Developers
- Estate Agents
- Facility Director / Manager
- Facilities Engineer / Executives
- Property Managers
- Technicians
- Valuers