

COURSE OVERVIEW TM1115
Certified Facility Manager (CFM)
(IFMA-CFM Exam Preparation Training)

Course Title

Certified Facility Manager (CFM): (IFMA-CFM Exam Preparation Training)

Course Date/Venue

February 08-12, 2026/Boardroom 1, Elite Byblos Hotel, Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

TM1115

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



This course is designed to provide participants with a detailed and up-to-date overview of Certified Facility Manager (CFM). It covers the occupancy or human factors and proper operations and maintenance of buildings, infrastructure and grounds, furniture, fixtures and equipment; the physical safety and security, work management support systems, renewals and renovations; the energy, water, materials, consumables, waste, workplace and site management; the data collection, information management and protection; the maintenance and upgrade of technology systems; and the risk management planning, emergency preparedness, response and recovery and facility resilience and business continuity.



During this interactive course participants will learn the strategic planning and alignment with the demand organization; the leadership, relationship and conflict management, change management and corporate social responsibility; the operational and capital budgeting, evidence-based decision-making process, procurement, contracting and financial analysis and reporting; the real estate strategies, assessment, acquisition, disposal and asset management as well as space management, major projects and new construction; and the project management planning, design, execution, delivery and evaluation.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get prepared for the next CFM Exam and have enough knowledge and skills to pass such exam in order to get the Certified Facility Manager from International Facility Management Association (IFMA)
- Identify the occupancy or human factors covering workplace environment, occupant services and occupant health, safety and security
- Apply proper operations and maintenance of buildings, building systems, infrastructure and grounds as well as furniture, fixtures and equipment
- Carryout physical safety and security, operations and maintenance processes, work management support systems, renewals and renovations
- Employ energy, water, materials, consumables, waste, workplace and site management
- Apply data collection, information management and information protection and cyber-security
- Carryout technology needs assessment and implementation as well as maintenance and upgrade of technology systems
- Implement risk management planning, emergency preparedness, response and recovery and facility resilience and business continuity
- Plan, deliver and evaluation proper communication as well as quality and performance management
- Employ strategic planning and alignment with the demand organization including policies, procedures and compliance and individual and team management
- Apply leadership, relationship and conflict management, change management and corporate social responsibility
- Identify political, social, economic, and industry factors affecting facility management
- Carry operational and capital budgeting, evidence-based decision-making process, procurement, contracting and financial analysis and reporting
- Employ real estate strategies, assessment, acquisition, disposal and asset management as well as space management, major projects and new construction
- Carryout project management planning, design, execution, delivery and evaluation

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of facility management for facility managers, property managers, maintenance managers, project managers, operations managers, facility coordinators, real estate professionals and other technical staff.

Exam Eligibility & Structure

Exam Candidates shall have the following minimum prerequisites:-

Option(s)	Work Experience	Education	Ethics Training
Option 1	6 Years	Any	Take the IFMA ethics assessment or submit ethics coursework within 30 days of passing the exam.
Option 2	3 Years	Bachelor's degree in FM or Master's degree in FM	

- Prepare for the CFM Exam: Candidates should prepare for the exam prior to submitting the application for approval. Once the application is approved, candidates have 90 days in which to schedule and take the exam.
- Complete the CFM Exam Application
- Submit the Application and Payment

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Training Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee

US\$ 1,175 per Delegate + **VAT**.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.


Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

* Howard Technology * CEUs * Howard Technology * CEUs * Howard Technology * CEUs * Howard Technology *



Howard Technology Middle East
Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-24
HTME No: 74851
Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
TM1115	Certified Facility Manager (CFM) (IFMA-CFM Exam Preparation Training)	Nov 10-14, 2024	30	3.0

Total No. of CEUs Earned as of TOR Issuance Date
3.0


TRUE COPY

Janyl Castillo
Janyl Castillo
Academic Director

Howard Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2301 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Howard Technology has demonstrated that it complies with the ANSI/IACET 1:2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized membership status, Howard Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1:2018 Standard.

Howard Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally recognized standard for measurement of quality in the field of continuing education.

Howard Technology is accredited by:



P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel: +971 2 2091 714 | E-mail: info@haward.org | Website: www.haward.org

* Howard Technology * CEUs * Howard Technology * CEUs * Howard Technology * CEUs * Howard Technology *

- (3) IFMA-CFM certificates will be issued to participants who have successfully passed the IFMA-CFM examination.



INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION

Certified Facility Manager

Paul Akhurst


Having presented evidence of knowledge, experience and competence, and having passed the examination, is hereby awarded the credential


Certified Facility Manager

Issued on 4/15/10
Valid through 12/31/25
Serial Number: CFM3691
ID Number: 827034



Ted Cohen, CFM, MBA, MPA, PMP
Chairman, Certification Commission






International Facility Management Association


This certificate is the sole property of IFMA and must be returned if your status is suspended or revoked.

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, M.Com, B.Com (Hons), PMP, Industrial Psychologist (HPCSA Reg.), PMI-ATP Instructor PMI-PMP, PMI-CAPM Instructor is a **Senior Management Consultant & Project Management Professional** with over **30 years** of combined engineering, managerial, consulting, counseling, and international training experience across Africa, the Middle East, the Gulf region, and Europe. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling, Cost Control, and Earned Value Management, Project Management (Predictive, Agile, and Hybrid), PMO setup and governance, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Risk and Contract Management (including contract development, tendering, dispute resolution, and claims), Risk Identification Tools & Techniques, Project Life Cycle, Stakeholder Management and Communication, Performance Coaching and Difficult Conversations, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Leadership Orientation Programme, Leadership & Team Development, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Leadership & Performance Management, Leadership Communication, Leadership Excellence for Senior Management, Supervisory, Leadership, Coaching & Mentoring, Leadership, Communications & Interpersonal Skills, Administrative Leadership Skills, Office Management & Administration Skills, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence and Resilience, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Controlling Your Time & Managing Stress, Crisis Management and Decision-Making Under Pressure; and Customer Experience, Service Excellence, and Negotiation Skills, Strategic Human Resources Management, Change Management and Organizational Development, Human Capital and Talent Management (succession planning, performance management, competency frameworks, and behavioral assessment), Strategic Planning and Execution, Project Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he has also led or supported Training Needs Analyses (TNA), large-scale capability development programs, and leadership pipelines for technical, operational, and graduate employees. He is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Training & Development General Manager, Departmental Head (Electrical), Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Senior HR Consultant, Senior Lecturer / Academic Supervisor, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals, International Trainer, and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars and CBM Training.

Dr. Le Roux has a **PhD in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Qualified Electrical & Mechanical Engineering** from **Germiston College, South Africa**. Further, he is a **Certified Project Management Professional (PMP)**, a **PMI Authorized Training Partner (ATP) Instructor**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 08th of February 2026

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	Occupancy & Human Factors <i>Workplace Environment • Occupant Services</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Occupancy & Human Factors (cont'd) <i>Occupant Health, Safety, & Security</i>
1100 – 1230	Operations & Maintenance <i>Buildings, Building Systems, Infrastructure, & Grounds • Furniture, Fixtures, & Equipment • Physical Safety & Security</i>
1230 – 1245	<i>Break</i>
1245 – 1420	Operations & Maintenance (cont'd) <i>Operations & Maintenance Processes • Work Management Support Systems • Renewals & Renovations</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day One</i>

Day 2: Monday, 09th of February 2026

0730 – 0930	Sustainability <i>Energy Management • Water Management • Materials & Consumables Management</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Sustainability (cont'd) <i>Waste Management • Workplace & Site Management</i>
1100 – 1230	Facility Information Management & Technology Management <i>Data Collection & Information Management • Information Protection & Cyber-Security</i>
1230 – 1245	<i>Break</i>
1245 – 1420	Facility Information Management & Technology Management (cont'd) <i>Technology Needs Assessment & Implementation • Maintenance & Upgrade of Technology Systems</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Two</i>

Day 3: Tuesday, 10th of February 2026

0730 – 0930	Risk Management Risk Management Planning • Emergency Preparedness, Response, & Recovery
0930 – 0945	Break
0945 – 1100	Risk Management(cont'd) Facility Resilience & Business Continuity
1100 – 1230	Communication Planning • Delivery • Evaluation
1230 – 1245	Break
1245 – 1420	Performance & Quality Quality Management • Performance Management
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4: Wednesday, 11th of February 2026

0730 – 0930	Leadership & Strategy Strategic Planning & Alignment with the Demand Organization • Policies, Procedures, & Compliance • Individual & Team Management • Leadership
0930 – 0945	Break
0945 – 1100	Leadership & Strategy (cont'd) Relationship and Conflict Management • Change Management • Corporate Social Responsibility • Political, Social, Economic, & Industry Factors Affecting Facility Management
1100 – 1230	Finance & Business Operational & Capital Budgeting • Evidence-Based Decision-Making Process (e.g. Business Case) • Procurement (e.g. Purchasing, Sourcing of Goods & Services)
1230 – 1245	Break
1245 – 1420	Finance & Business (cont'd) Contracting • Financial Analysis & Reporting
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5: Thursday, 12th of February 2026

0730 – 0930	Real Estate Real Estate Strategies • Real Estate Assessment, Acquisition, & Disposal • Real Estate Asset Management
0930 – 0945	Break
0945 – 1100	Real Estate (cont'd) Space Management • Major Projects & New Construction
1100 – 1230	Project Management Planning & Design • Execution & Delivery

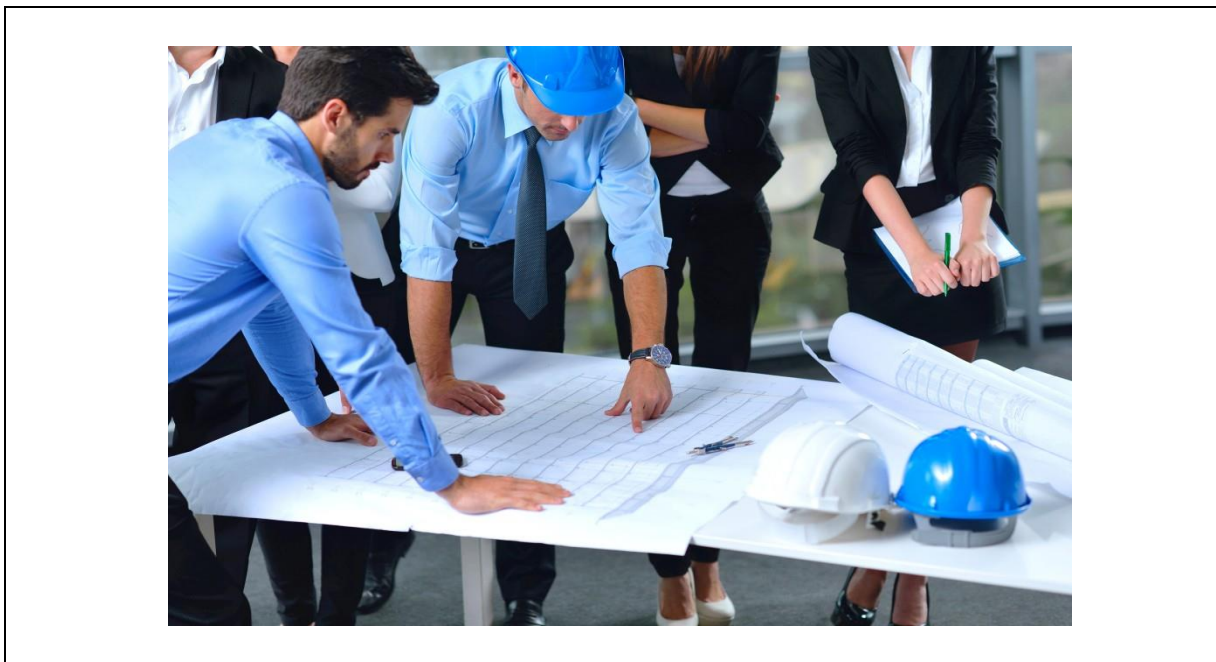
1230 – 1245	<i>Break</i>
1245 – 1345	<i>Project Management(cont'd)</i> <i>Evaluation</i>
1345 – 1400	<i>Course Conclusion</i> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 – 1415	<i>POST-TEST</i>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward’s Portal. Each participant will be given a username and password to log in Haward’s Portal for the MOCK Exam during the 60 days following the course completion. Each participant has only one trial for the MOCK exam within this 60-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org