

CMT FM Certificate Program

Day 1			
Time	Module	Topic	Presenter(s)
8:00 am to 8:30 am		Introductions and welcome	Both
8:30 am to 9:15 am	General	FM101 History, Overview, etc. Overview of Areas Common to FM Departments Trades Services Administrative	Pete
9:15 am to 10:30 am	General	Data to Knowledge	Shawna
10:30 am to 10:45 am		Break	
10:45 am to 12:00 pm	General	Capital Planning	Pete
12:00 pm to 1:00 pm		Lunch	
1:00 pm to 2:15 pm	General	Finance, Budgets, Life Cycle Cost	Shawna
2:15 pm to 3:30 pm	General	Space Management	Pete
3:30 pm to 3:45 pm		Break	
3:45 pm to 5:00 pm	Hard Skills	Project Management (e.g. multi-phase WRs, remodeling a wing of building; communication; documentation; task planning; everything is created twice)	Shawna

Day 2			
Time	Module	Topic	Presenter
8:00 am to 9:15 am	Hard Skills	Energy Conservation (maybe 2 modules) (what is it, how to implement it, how to measure it, mechanical, electrical, grounds)	Both (with guest speakers like Jake and Justin)
9:15 am to 10:30 am	Hard Skills	Energy, cont.	Both
10:30 am to 10:45 am		Break	
10:45 am to 12:00 pm	Soft Skills	Communication <ul style="list-style-type: none"> • Template for writing a good memo or e-mail • Interpersonal 	Shawna
12:00 pm to 1:00 pm		Lunch	
1:00 pm to 2:15 pm	Hard Skills	Sustainability (maybe 2 modules) <ul style="list-style-type: none"> • History of sustainability • LEED, Green Globes, international programs • WIFM, Start with Why, Connecting emotions to sustainability to effect change 	Pete
2:15 pm to 3:30 pm		Sustainability, cont.	Shawna
3:30 pm to 3:45 pm		Break	
3:45 pm to 5:00 pm	Soft Skills	Leadership, Hiring, Coaching & Mentoring, Reward & Recognition	Both (Ted Talk, difference between leadership and management , inspiring, culture,)

Day 3

Time	Module	Topic	Presenter
8:00 am to 9:15 am	Hard Skills	Technology	Pete
9:15 am to 10:30 am	Soft Skills	PM for People	Shawna
10:30 am to 10:45 am		Break	
10:45 am to 12:00 pm	Soft Skills	Emergency Management	Pete
12:00 pm to 1:00 pm		Lunch	
1:00 pm to 2:15 pm	Soft Skills	Sensitivity, Inclusivity (experiential activity with campus as a living lab; e.g. going around campus in a wheelchair and seeing what works well and what doesn't)	Shawna
2:15 pm to 3:30 pm	General	Best Practices or Case Study	Pete
3:30 pm to 3:45 pm		Break	
3:45 pm to 5:00 pm	Soft Skills	The Future of Facility Management	Shawna