



TM220: Fundamentals of Asset Management



Training Description:

This comprehensive and highly interactive course is designed to provide knowledge and skills on asset management. It covers the importance and how to improve on organizational effectively. Further, the course discusses information which can deepen the understanding and help on asset management journey.

The course focuses on management of physical assets is like any other evolving management discipline. The newcomer to the subject may struggle to understand the basics because of the unfamiliar context. The course will give newcomers a starting point from which to develop their knowledge. For those just past the starting point, it might give some structure to their understanding. For the well-seasoned asset managers, it provides grounds for a good discussion.

Emerging economies are trying to identify the lowest cost/ highest return investments to achieve maximum immediate benefit. Also, rapidly developing countries are faced with understanding the life cycle costs of their infrastructure and mature economies are trying to find ways of extending the life of their infrastructure.

Asset management provides a set of principles that guide an agency in improving how it conducts business, how it reaches decisions, and how it processes, uses, and communicate information related to the management of its infrastructure. At its core, asset management focuses on an agency's allocation and utilization of resources – funding, people and skills and information. It provides an integrated framework that establishes common approaches across asset classes in planning, program development, and program delivery. It encourages a number of best practices in these processes: e.g., consideration of the full range of alternatives at each stage of decision, adoption of a long-term view in economic analysis of projects, evaluation of tradeoffs across programs, monitoring of program delivery and system performance, and effective use of management and information systems throughout the infrastructure management cycle. Asset management is results-oriented, driven by policy goals and objectives with clear measures of system performance and accountability.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Apply and gain a basic and advanced knowledge on asset management
- ✓ Identify the asset management terminology and discuss its principles
- ✓ Discover the asset life cycle and recognize asset manager's responsibilities
- ✓ Develop asset management strategy and planning as well as asset management decision-making
- ✓ Determine asset management principles and identify asset knowledge enablers
- ✓ Differentiate the types of assets and implement asset management
- ✓ Evaluate assets that are critical to sustain performance and determine what is the best long-term funding strategy
- ✓ Focus on benefits for customers and consider management's investment responsibilities
- ✓ Employ systematically the asset management processes and recognize risk management
- ✓ Discuss the framework, procurement of new assets, maintenance and minor works and carryout PDCA methodology





Training Designed for:

This course is intended for Engineers, Accountants, Directors, Operations Managers and those who are responsible for maintaining and managing assets.

Training Program:

DAY ONE:

- ❖ **PRE-TEST**
- ❖ **Introduction to Asset Management**
 - Glossary of Asset Management Terminology
- ❖ **The Principles of Asset Management**
 - What Asset Management Is & Isn't
 - Why Asset Management is Important?
- ❖ **Asset Life Cycle**
 - Understanding Risk
 - Asset Manager's Responsibilities

DAY TWO:

- ❖ **Asset Management Strategy & Planning**
- ❖ **Asset Management Decision-Making**
 - Lifecycle Delivery Activities
- ❖ **Application of the Asset Management Principles**
 - Enablers for Good Asset Management
- ❖ **Asset Knowledge Enablers**
 - Organization & People Enablers
 - Risk & Review

DAY THREE:

- ❖ **Types of Assets**
 - The Asset Management System
- ❖ **Implementing Asset Management**
 - Core Questions Framework
 - Current State of System's Assets
 - Required Sustainable Level of Service
- ❖ **Assets Critical to Sustained Performance**
 - Minimum Life Cycle Costs
- ❖ **What is My Best Long-Term Funding Strategy?**
 - Implementing Asset Management
 - Follow-Up & Continuing Steps

DAY FOUR:

- ❖ **Focus on Benefits for Customers**
 - Ensure Informed Decision Making
- ❖ **Consider Management's Investment Responsibilities**
 - Integrate Planning & Management Processes



- Establish a Management Framework
- ❖ **Asset Management Processes**
 - Planning
 - Asset Management Plans
 - Demand Management Strategies
- ❖ **Risk Management**
 - Life-Cycle Costing
- ❖ **Practical Exercises/Case Studies**

DAY FIVE:

- ❖ **Framework**
 - Dimensions
 - Management Levels
 - Life-Cycle Functions
 - Organizational Requirements
 - Contracting-Out of Asset Services
- ❖ **Procurement of New Assets**
 - Replacement or Refurbishment of Existing Stock
 - Project Initiation Process for Capital Works
- ❖ **Maintenance & Minor Works**
 - Disposal or Divestment of Assets
- ❖ **Plan-Do-Check-Act (PDCA) Methodology**
- ❖ **Course Conclusion**
- ❖ **POST-TEST and EVALUATION**

Training Requirement:

“Hands-on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.



Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department

