

Managing the Organization

Elective for: RPA, FMA

This course will prepare you to manage and lead your organization through improved communication, motivation, relationship and team building, project management, problem solving, and decision-making skills. Managers who take this course will be able to further develop their group leadership and management techniques and abilities, and analyze and improve their relationships with staff, colleagues and owners.

Topics covered include:

- Management skills and tools
- Leadership styles and relationships
- Types of organizations
- Team building, leadership and motivation
- Planning, controlling and decision making
- Problem-solving techniques
- Project and change management
- Workplace safety and documentation

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: May 2018

Time: Tues. - Thurs. 8:30 am to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

Cost*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

Location: TBA. Exams can be scheduled at all Pearson VUE testing sites

**Cost is subject to change up to 90 days prior to the start of the course.*

Did you know?

You can fulfill continuing education requirements for other designations
by taking BOMI courses

Design, Operation And Maintenance of Building Systems, Part I

Required for: RPA, FMA

Through this course you will learn to manage the ongoing maintenance and operation of building systems, gaining insight into the many issues that affect building efficiency and cost effectiveness. This course provides information about building design and construction, project delivery, construction materials, and HVAC (heating, ventilating, and air-conditioning) systems. Other areas of interest that are also covered in this course book include roofing systems, ceilings and floorings, interior walls, and plumbing systems.

Topics covered:

- Building design and construction
- Construction materials
- Structural systems
- Heating, ventilating, and air conditioning
- Plumbing systems
- The building envelope
- Building system controls
- Life-cycle costing
- Roofing
- Interior walls, ceilings, and flooring

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: November 2018

Time: Tues. - Thurs. 8:30 am to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

Cost*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

Location: TBA. Exams can be scheduled at all Pearson VUE testing sites

**Cost is subject to change up to 90 days prior to the start of the course.*

Did you know?

BOMI courses can be taken in whatever order suits you most.