



Be a LEADER in Facilities Management.

Many FM practitioners are often very busy in their workplaces. If you want to stay on top of your career and be visible to your top management for career advancement, you have to do more than just being busy. Below is a few suggestions for your considerations.

Personal career branding. It is about understanding your unique attributes, such as your strength, values and passions; and using them to separate yourself from your competitors or peers. Here is 3 simple steps to build your brand:

- Be passionate and enthusiastically attached in what you do
- Add value - always to on look out for opportunity to contribute to the bottom-line success of your organisation
- Be a team player - the success of your team is also your success

Networking and built relationship. I am sure most people know the importance of networking. But what type of networking will really helps in your career? Is it enough by just attending company functions and participating in projects? The underline essence of networking is getting to know people who could be influential to your career (ie, your superior, your subordinates and your peers & etc) and built rapport. You need the support of these people to ensure success in your career. Here is 3 simple essential networking formula:

- Be helpful - other will always remember to return the favor when you need it.
- Volunteer to be in the recreational committee and get to know your colleagues better.
- Be available for jobs or projects that others do not want or view as too difficult. This may help to create visibility and also opportunity to expand your job scope.

Create training plan for yourselves and your team. To stay relevant, you need to pursue your own professional development plan. It is also important to plan training for your subordinates too. This will let them know you value their supports towards you. With better skills and knowledge, they can contribute more and add value to their work. Don't forget, their success is your too. How to create training plan?

- Evaluate the current skills with present job requirements (are there any gaps?)
- Search for appropriate training program that will enhance the skills or knowledge and how can the new learning be applied to the work.
- Request training on a quarterly basis.

Get supportive people. Always surround yourselves with supportive people - coach, mentors, peers and friends. Avoid negative or "energy-draining" people. Lamenting will never get you far.

- Find a mentor - especially one with the right experience and insights.
- Motivate your team - a highly motivate team is more efficient as well as effective.

What you will become in future depend a lot on your actions now. So don't waste anymore time. Take charge of your career now!

Upcoming workshop

- **Facilities Operations & Maintenance**
- 9th & 10th Feb 2012
- 50% funding of course fee by NTUC

~ learn how to provide a safe, secure and well functioning environment in support of organization core activities ~



- **IFMA's credential program: Leadership & Strategy Essentials**
- 20th & 21st Feb 2012

~ Learn effective strategies to integrate people, place, processes and technology and how to align the facility portfolio and functionality with the organization's missions ~

- **Facilities Management Essentials**
- 1st & 2nd Mar 2012
- 50% funding of course fee by NTUC

To appreciate the fundamental elements of facilities. There is a need to know the premise, their purpose and function before efficient operation and maintenance can take place

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