2-Day Workshop on Managing Project Teams Effectively

This 2-day workshop aims to teach participants practical solutions to effectively manage people by considering (1) what makes people difficult (2) how we could communicate effectively and manage people’s expectations, and (3) strategies for dealing with difficult people and situations.

Through interactive activities, role play and case studies participants learn how to apply the provided tools coupled with their interpersonal skills to deal with all types of work behaviour problems. Towards the end of the workshop, you should be able to develop a personal action plan that helps you manage your team more effectively.

Date: 21 & 22 November 2011
To register, [click here](#)
13-evening Certification Course for **Green Mark Facilities Manager**

This course aims to equip Facilities Managers with the knowledge and skills to implement sustainable improvement measures and technology in existing buildings to reduce its energy consumption and environmental impact over its functional life-cycle.

At the end of the course, participants will be able to:

- Understand the GM Criteria for Existing Buildings and Office Interior including Baselines, Scores and the GM Assessment Process;
- Adopt a Life-Cycle Cost Approach in Budgeting and Procurement;
- Review and Implement Sustainable Practices during Refurbishment, O&M, Green Procurement, and Leasing of Premises;
- Compare Energy Norms with Existing Energy Consumption Levels;
- Facilitate and Manage Existing Buildings or Office Interior for GM Certification and/or GM Re-Certification

**Date:** 22 Nov – 20 Dec 2011  
(Assessment on 6 Jan 2012)  
To register, [click here](#)!  

**Course Fee Subsidy** is Available
½ Day Seminar on Building Plan Submission Guidelines 2011

This informative half-day seminar is designed to share with industry issues with regards to the building plan submission procedures and common errors and non-compliance on the building plan submission procedures, TOP/CSC application, accessibilities requirements and updates on current BCA circulars. Thru this seminar, Qualified Persons and technical officers will be able to understand the requirements of the submission and application process more effectively & efficiently.

At the same time, this seminar will also cover case studies on using BIM for Building Plan submission, one of the key platforms to facilitate a more integrated building process in Singapore.

Date: 23 Nov 2011
To register, click here!
1 Day Course on **Sustainable Hot Water & Heat Recovery Systems**

Hot water systems are used in several types of buildings such as hotels, hospitals, hostels and factories. They often consume significant amount of energy resulting in high energy cost and carbon footprint. The hot water system of a hotel can account for up to 10% of the hotel’s energy needs. For example, the hot water system of a 500-room, five-star hotel, consumes about 1.25 million KWH of energy annually, which translates to S$250,000 in terms of annual electricity cost if electric boilers are used.

Buildings in the tropics require cooling all year round. The heat rejected by the air conditioning system is typically 10 times greater than the heat required for the hot water systems. This presents an enormous opportunity for the waste heat from the air conditioning system to be recovered for the water heating instead of using raw sources of energy such as electricity or gas or diesel. Unfortunately, more than 80% of buildings still use raw energy to produce hot water. Heat recovery system when designed and operated well, can provide 60 ºC water safely, reliably and with zero energy.

**Date:** 1 Dec 2011  
**To register,** [click here!](#)
1-Day Course on **Requirements for Environmental Sustainability in Buildings And The Green Mark Scheme**

This course will provide the crucial information & knowledge on the new legislative requirements on Environmental Sustainability for Buildings.

This course aims to:

- provide crucial information and knowledge on the new legislative requirements on Environmental Sustainability for Buildings
- provide an understanding on the interpretation of the Green Mark Criteria and Scores for new building developments – Residential & Non-residential Buildings
- provide a better understanding on the submission procedures and walk through of the Green Mark (GM) e-filing system.

**Date:** 9 Dec 2011

**To register,** [click here!](#)

Please do not replies to this email as it is a computer-generated email alert.

For enquiries or feedback, please email us at bca_academy@bca.gov.sg. Visit the [BCA Academy’s website](#) now for other seminars/courses details.

If you do not wish to continue receiving the latest programme at BCAA by email, please enter “unsubscribe” at “Subject” and reply to sender.