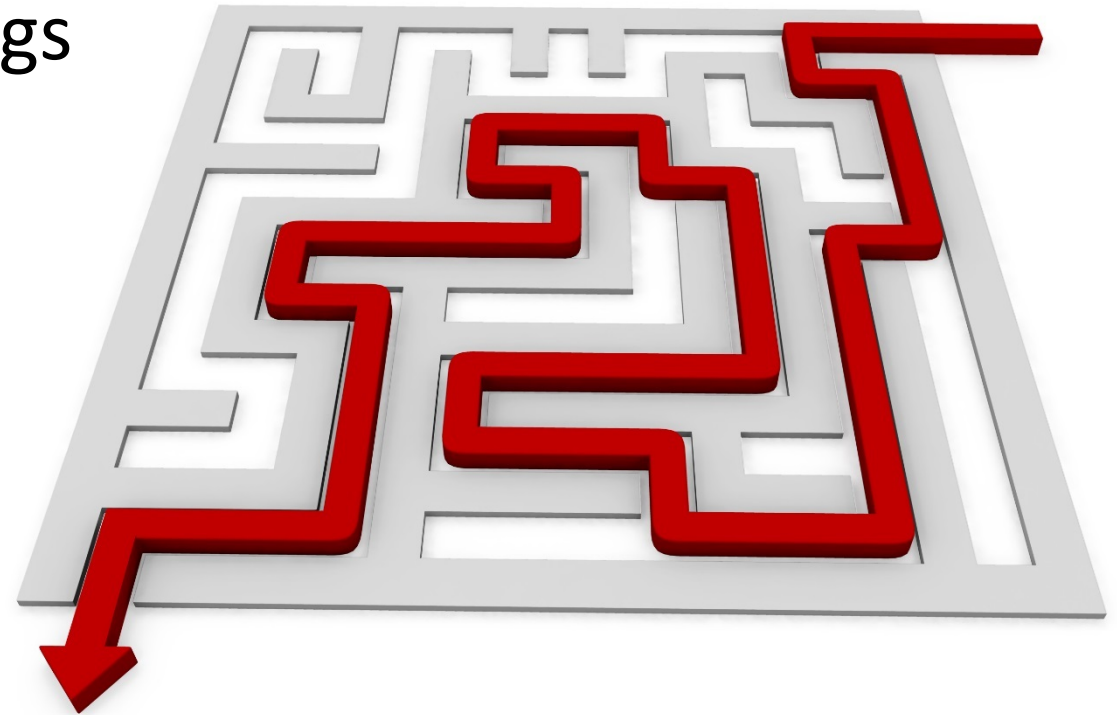


# Tools and Training Resources for Professional Development

**Brian Gilligan, PE**  
Sustainable Design Expert  
US General Services Administration

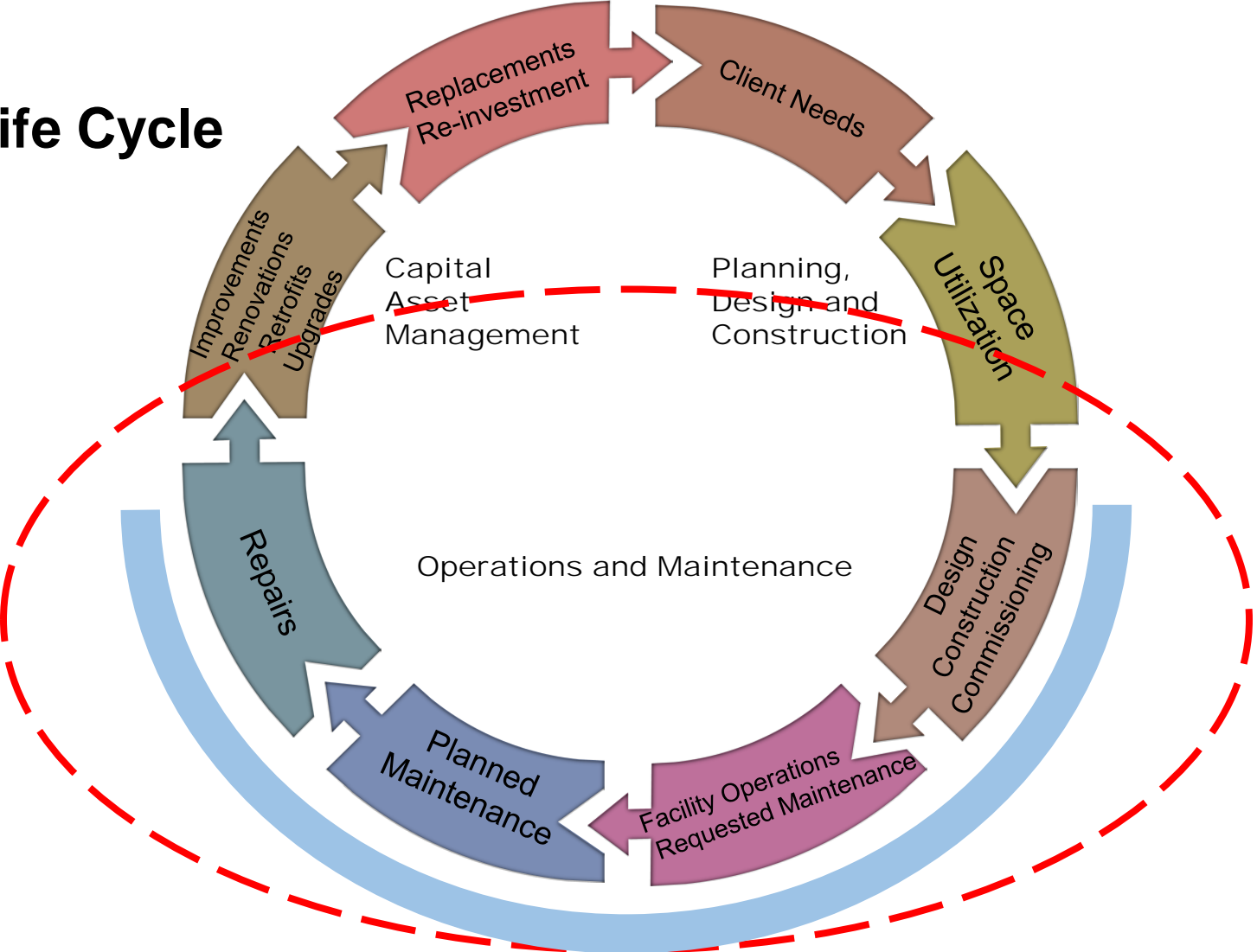
# Federal Buildings Personnel Training Act

- Core Competencies for Federal buildings Personnel
- Recommended Curriculum and Continuing Education
- Annual updates to Competencies and Curriculum
- Compliance by all Federal buildings personnel
- Method for contractor compliance



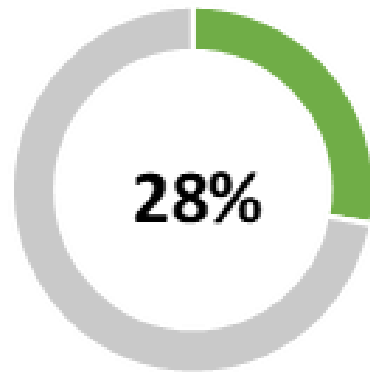
# Federal Buildings Personnel Training Act

## Facility Life Cycle



- Facility Management
- Energy Management
- Building Operation

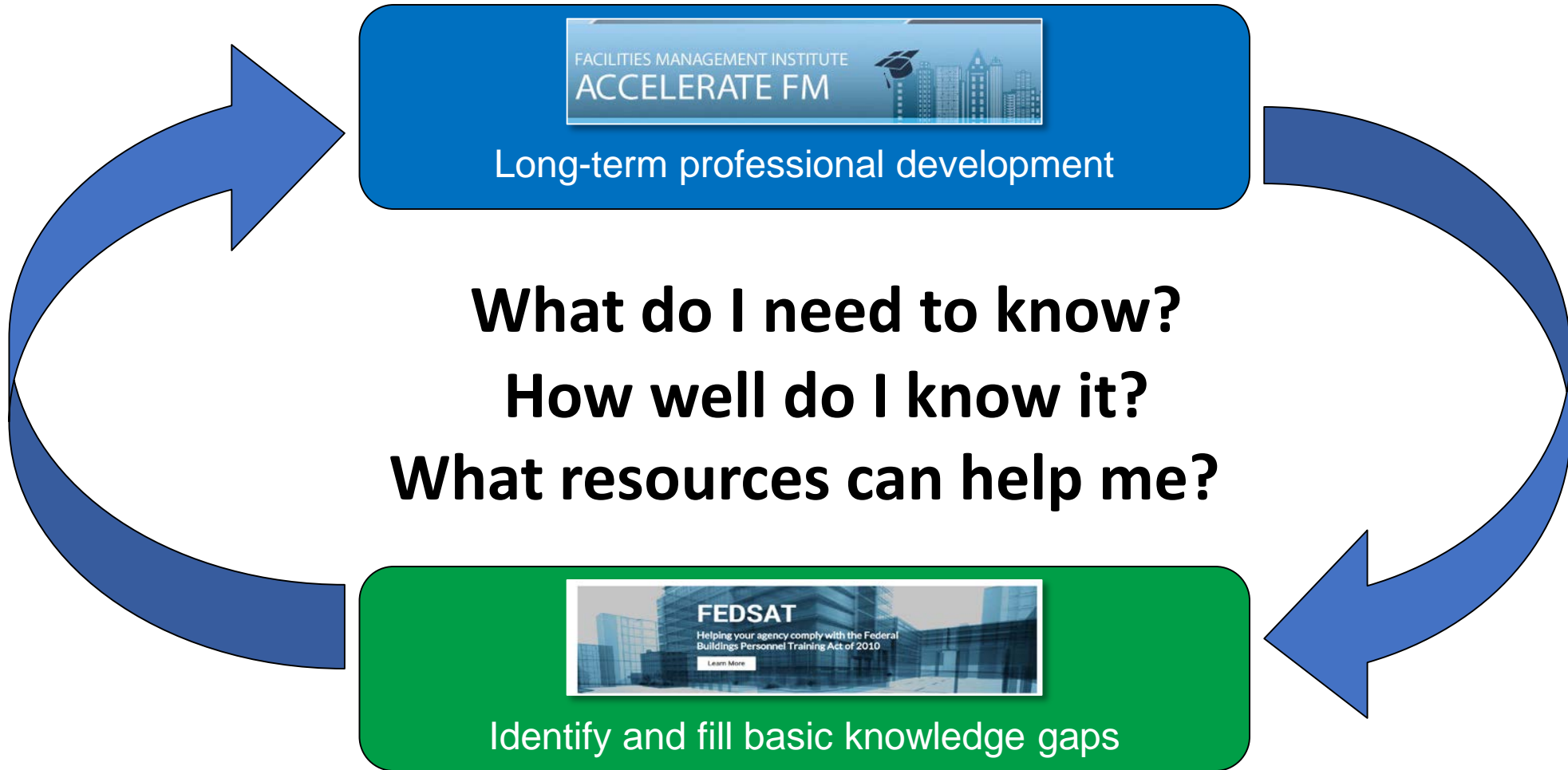
# Follow these steps to identify the right training for you:



All Gaps

"High Priority" Gaps







**Donald West**



10 years in FM field  
2 years with GSA

BOC level I, some FEMP courses  
and part of IFMA FMP

Looking To Increase FM  
Competencies

**Building Services Specialist**

Step 1: Determine your  
Baseline

FACILITIES MANAGEMENT INSTITUTE  
**ACCELERATE FM**



My Dashboard

Show Instructions

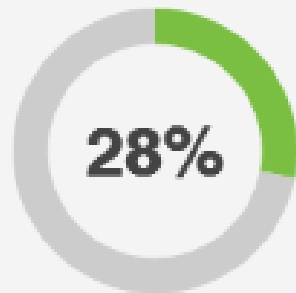
My Dashboard

What is my job or role?  
Property Manager (GS11-12)



Change Position Profile

What is my job or role?  
Property Manager (GS11-12)



Change Position Profile

Where do I want to focus my  
training this year?



You have identified 0 priorities

Set My Priorities

What training have I completed?



What training have I completed?



Report Completion

Do you want to test your knowledge and find free training on key concepts relevant to your job?

FEDSAT



# Step 1: Determine your Baseline

## FACILITIES MANAGEMENT INSTITUTE ACCELERATE FM



### COMPETENCY AREA

### ASSESSMENT STATUS SELF TARGET SUPERVISOR

### QUALIFICATION PROGRESS ACTIONS

COMPETENCY AREA	ASSESSMENT STATUS SELF TARGET SUPERVISOR	QUALIFICATION PROGRESS	ACTIONS
▶ 1 Management of Facilities Operations and Maintenance		12 / 2	<a href="#">Find Qualifications</a>
▶ 2 Performance of Facilities Operations and Maintenance		5 / 2	<a href="#">Find Qualifications</a>
▶ 3 Technology		11 / 2	<a href="#">Find Qualifications</a>
▶ 4 Energy Management		11 / 19	<a href="#">Find Qualifications</a>
▶ 5 Safety		6 / 6	<a href="#">Find Qualifications</a>
▶ 6 Design		1 / 4	<a href="#">Find Qualifications</a>
▶ 7 Sustainability		7 / 7	<a href="#">Find Qualifications</a>
▶ 8 Water Efficiency		4 / 2	<a href="#">Find Qualifications</a>
▶ 9 Project Management		7 / 7	<a href="#">Find Qualifications</a>
▶ 10 Business, Budget and Contracting		22 / 22	<a href="#">Find Qualifications</a>
▶ 11 Leadership and Innovation		1 / 16	<a href="#">Find Qualifications</a>
▶ 12 Performance Measures		2 / 11	<a href="#">Find Qualifications</a>
▶ 13 GSA-PBS General Competencies <a href="#">?</a>		8 / 8	<a href="#">Find Qualifications</a>
▶ 14 OPM Leadership Abilities <a href="#">?</a>		28 / 28	<a href="#">Find Qualifications</a>

**BOC Level I  
FEMP Courses  
IFMA FMP – 2 of 4**

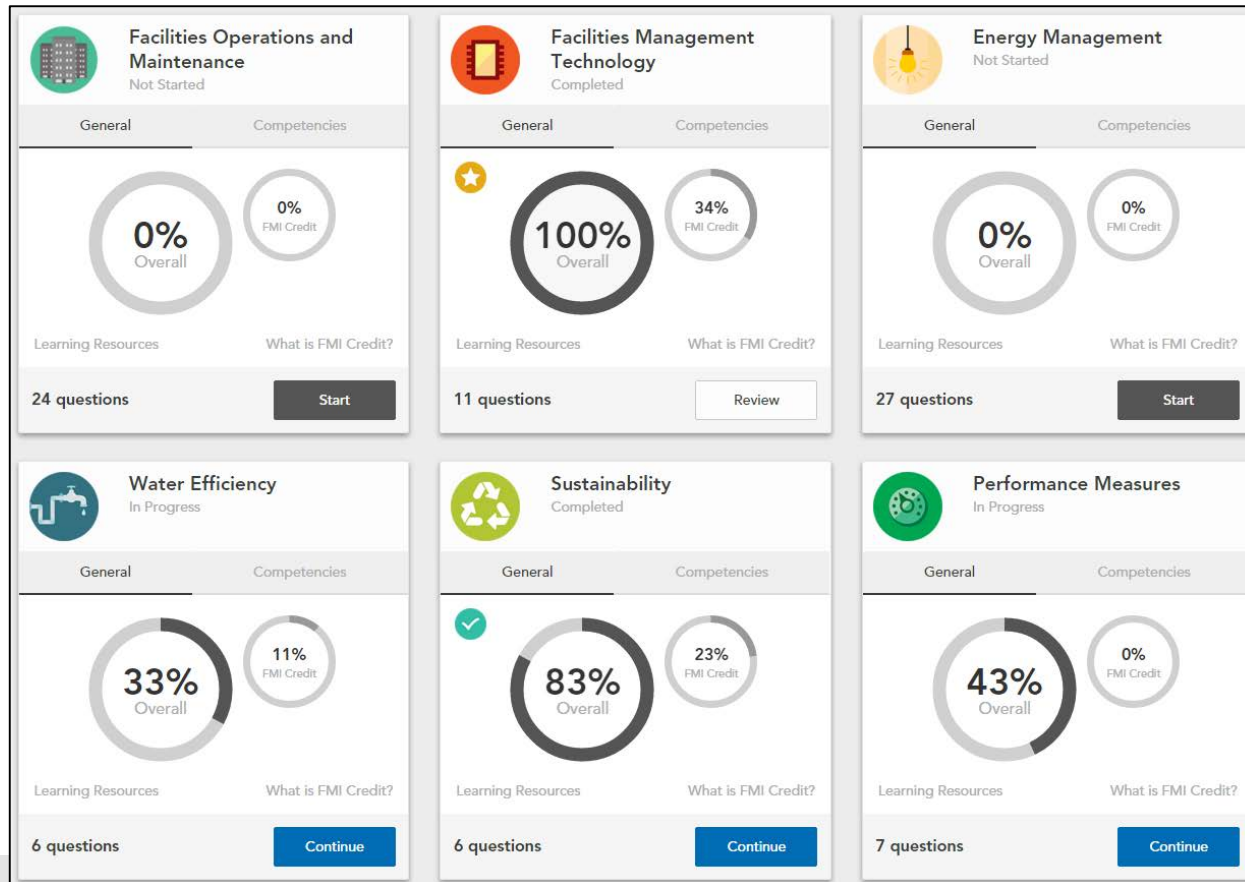


# FEDSAT

Helping your agency comply with the Federal Buildings Personnel Training Act of 2010

[LEARN MORE](#)

## FEDSAT Skills Assessment Question Areas



What do I already know?



## FEDSAT Skills Assessment Dashboard

**Overall Progress**

● In Progress  
● Not Started

Category	In Progress (%)	Not Started (%)
Overall	42.9%	57.1%

**Recent Activity**

- OCT 12** Facilities Operations and Maintenance (12% Complete) [Continue](#)
- OCT 04** Water Efficiency (17% Complete) [Continue](#)
- JUN 26** Facilities Management Technology (27% Complete) [Continue](#)

Dashboard » Assessment » Facilities Management Technology

*Demonstrate knowledge of a Building Automation System (BAS).*

**QUESTION 1 of 11**

In preparing for routine maintenance of equipment, the Building Automation System can assist with

Choose the best answer [Help ?](#)


- replacement of filtration media.
- notifying building occupants of a potential shutdown.
- automated switching to back-up or standby equipment.
- ensuring safety procedures are followed.

[Submit Answer](#) ✓



# AFM Professional Development Plan

What is my job or role?  
Property Manager (GS11-12)



28%

Change Position Profile

What training have I completed?



10

Report Completion

What training will help me meet my development goals?

Find qualifications to meet:

All Gaps

"High-Priority" Gaps

How do I fill in the gaps?





Search by All Gaps



## Search Results

Showing **104** Qualifications, sorted by the number of proficiency gaps they close in the searched Performances.

Compare	Performance Gaps	Title	Qualification Type	Provider	Hours	Contact Length	
<input type="checkbox"/>	24.00	Certified Facility Manager (CFM)	Certification / Accreditation	<a href="#">IFMA</a>	0.00		<input type="checkbox"/> Add to Plan
<input type="checkbox"/>	23.00	Certified Energy Manager (CEM)	Certification / Accreditation	<a href="#">AEE - Association of Energy Engineers</a>	0.00		<input type="checkbox"/> Add to Plan
<input type="checkbox"/>	23.00	Operations And Performance Management Professional (OPMP) Certification	Certification / Accreditation	<a href="#">ASHRAE</a>	0.00		<input type="checkbox"/> Add to Plan
<input type="checkbox"/>	18.00	Sustainable Facilities Professional (SFP)	Certificates	<a href="#">IFMA</a>	0.00	Self study	<input type="checkbox"/> Add to Plan
<input type="checkbox"/>	14.00	Facilities Management Administrator (FMA)	Certification / Accreditation	<a href="#">BOMI - International</a>	0.00		<input type="checkbox"/> Add to Plan
<input type="checkbox"/>	14.00	High-Performance Sustainable Building Practices	Certification / Accreditation	<a href="#">BOMI - International</a>	0.00		<input type="checkbox"/> Add

Compare Selected

Cancel



Do you want to test your knowledge and find free training on key concepts relevant to your job? [FEDSAT](#)

Filter By: My Position Profile

**COMPETENCY AREA**

- ▶ 1 Management of Facilities Operations and Maintenance
- ▶ 2 Performance of Facilities Operations and Maintenance
- ▶ 3 Technology
- ▶ 4 Energy Management
- ▶ 5 Safety
- ▶ 6 Design
- ▶ 7 Sustainability
- ▶ 8 Water Efficiency
- ▶ 9 Project Management
- ▶ 10 Business, Budget and Contracting
- ▶ 11 Leadership and Innovation
- ▶ 12 Performance Measures

**ASSESSMENT STATUS**  
 SELF - TARGET - SUPERVISOR

**QUALIFICATION PROGRESS**





## Searching For Qualifications



What training will help me meet my development goals?

Find qualifications to meet:

All Gaps

"High-Priority" Gaps



**No qualifications align to this performance**

## Other Ways To Show Proficiency

# Critical Development Activities

FBPTA Performance 4.4.2.

Demonstrate knowledge of utility meters – location, reading and data management.

## Steps to take to show proficiency:

1. Identify the type of meters in your facility including their locations and what type of meters they are.
2. Read each meter on three occasions over the period of three months and collect the data on a spreadsheet.
3. Organize the data to show monthly and cumulative consumption totals.
4. Discuss your findings with your supervisor and indicate how the information collected could help you manage the utilities in the building.

Federal Energy Management Program  
Metering in Federal Buildings

<https://www.energy.gov/eere/femp/metering-federal-buildings>

Metering Best Practices:  
A Guide to  
Achieving Utility Resource  
Efficiency



# Track your Progress Over Time

Do you want to test your knowledge and find free training on key concepts relevant to your job? [FEDSAT](#)

Filter By: My Position Profile

COMPETENCY AREA	ASSESSMENT STATUS	QUALIFICATION PROGRESS
	SELF - TARGET - SUPERVISOR	
1 Management of Facilities Operations and Maintenance		14
2 Performance of Facilities Operations and Maintenance		7
3 Technology		12
4 Energy Management		20 5 5
5 Safety		6 3 3
6 Design		3 2
7 Sustainability		4 3
8 Water Efficiency		6
9 Project Management		6 1
10 Business, Budget and Contracting		17 2 3
11 Leadership and Innovation		11 4 2
12 Performance Measures		8 3 2

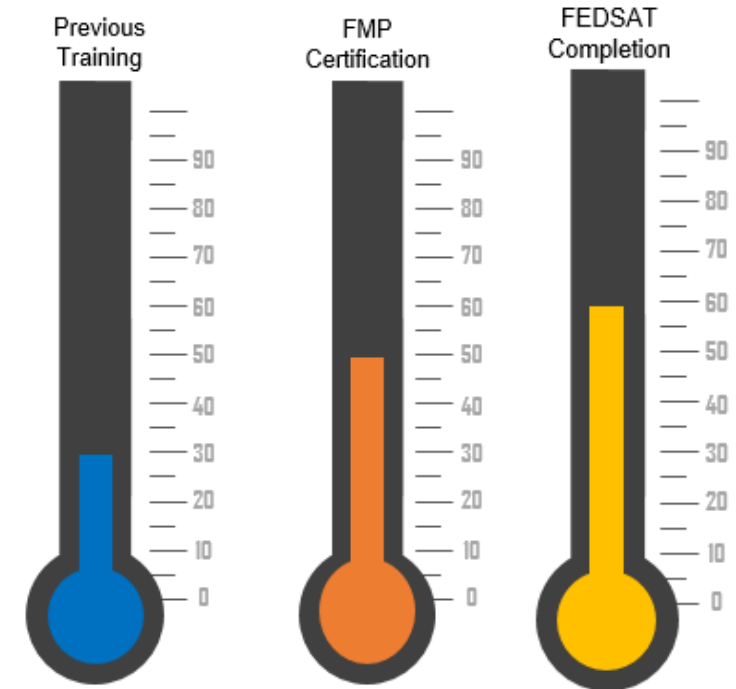
# Donald's Results Using FBPTA Tools:

## SHORT TERM

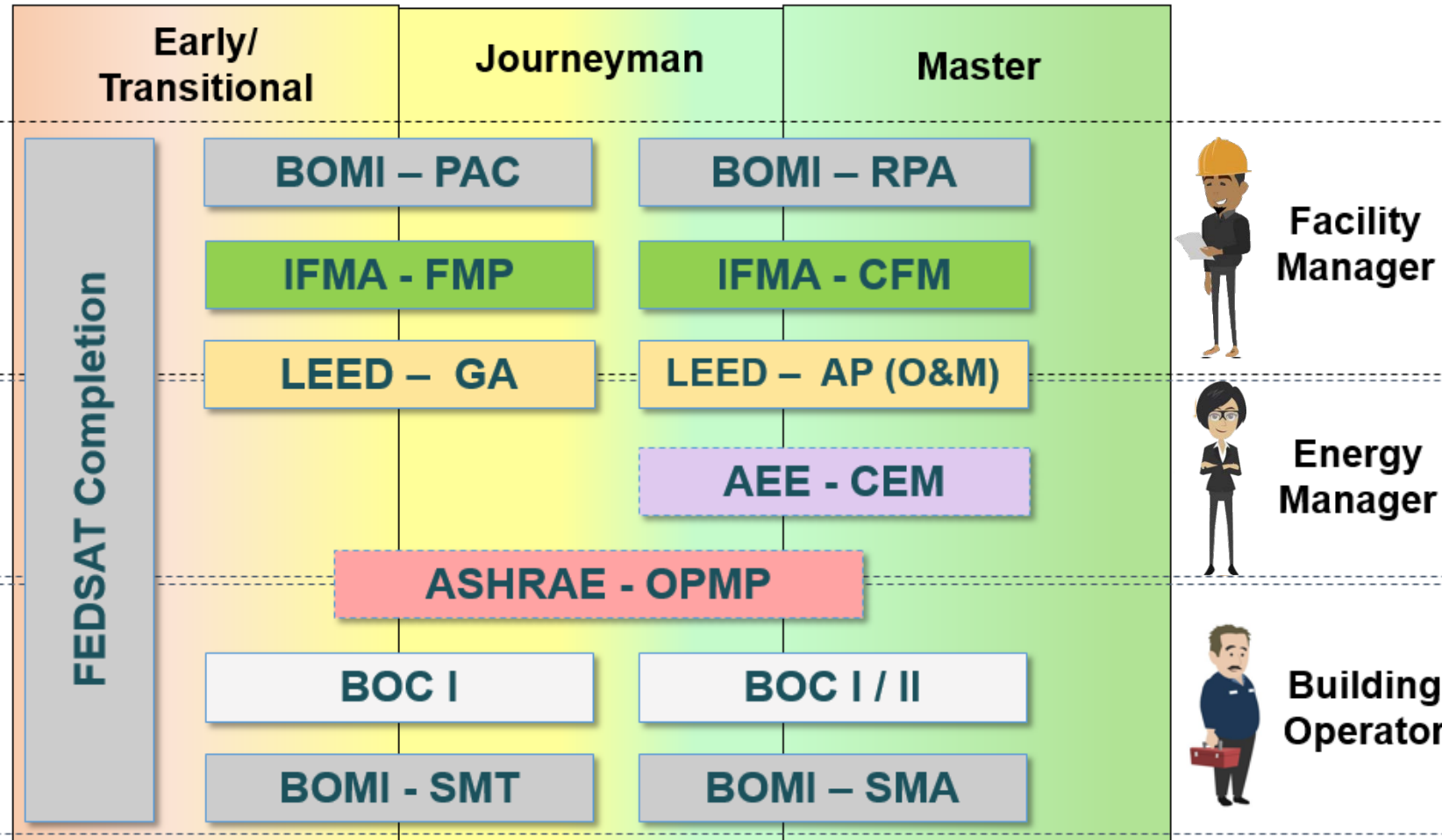
- Identified job-specific skills gaps and personal priorities for training
- Met or exceeded Supervisor expectations on his current job-specific skill requirements

## LONG TERM RESULTS

- Developed a personalized long term professional development plan
- Supervisor approved CFM for this plan based on AccelerateFM gap analysis



# Map your career path with these online tool and resources



Career Mapping Tool

- Energy Management:** Monitoring and improving energy use in buildings
- Energy Auditing:** Investigating opportunities for improving energy efficiency
- Building Commissioning:** Measuring and verifying systems performance
- Building Operations:** Maintaining building systems



[Video: Intro to the Career Map](#)  
[Video: Using the Career Map](#)

This Career Map tool highlights emerging professional-level standards that are part of the Department of Energy's Better Buildings Workforce Guidelines (BBWG). The map articulates clear pathways for advancement for incumbent workers as well as the identification of strategic entry points for veterans in building trades professionals, graduates, and other job seekers.

The entry points on the left are strategic entry points identified as jobs that are good precursors or transition jobs to the four main BBWG jobs. The right side of the map shows specializations to strive for and what career advancements are possible. Hover over points to see the pathways and click on a point to see basic job data.

At the bottom of the map are four focus areas which act as filters. Click on a filter to see all of the job entry points associated with that field along with the pathway for those jobs.



Veterans



Trades & Builders



Graduates



Energy Professionals



Federal Professionals

## Strategic Entry Points



Federal Professionals



Building & Trades



Energy Professionals



Veterans



Graduates

Mapped to

Federal Energy Engineer



Chief Sustainability Officer

Regional Energy Manager

CEO of Energy Firm

Showing relevant Certifications to help you progress across the path

## Career Fields

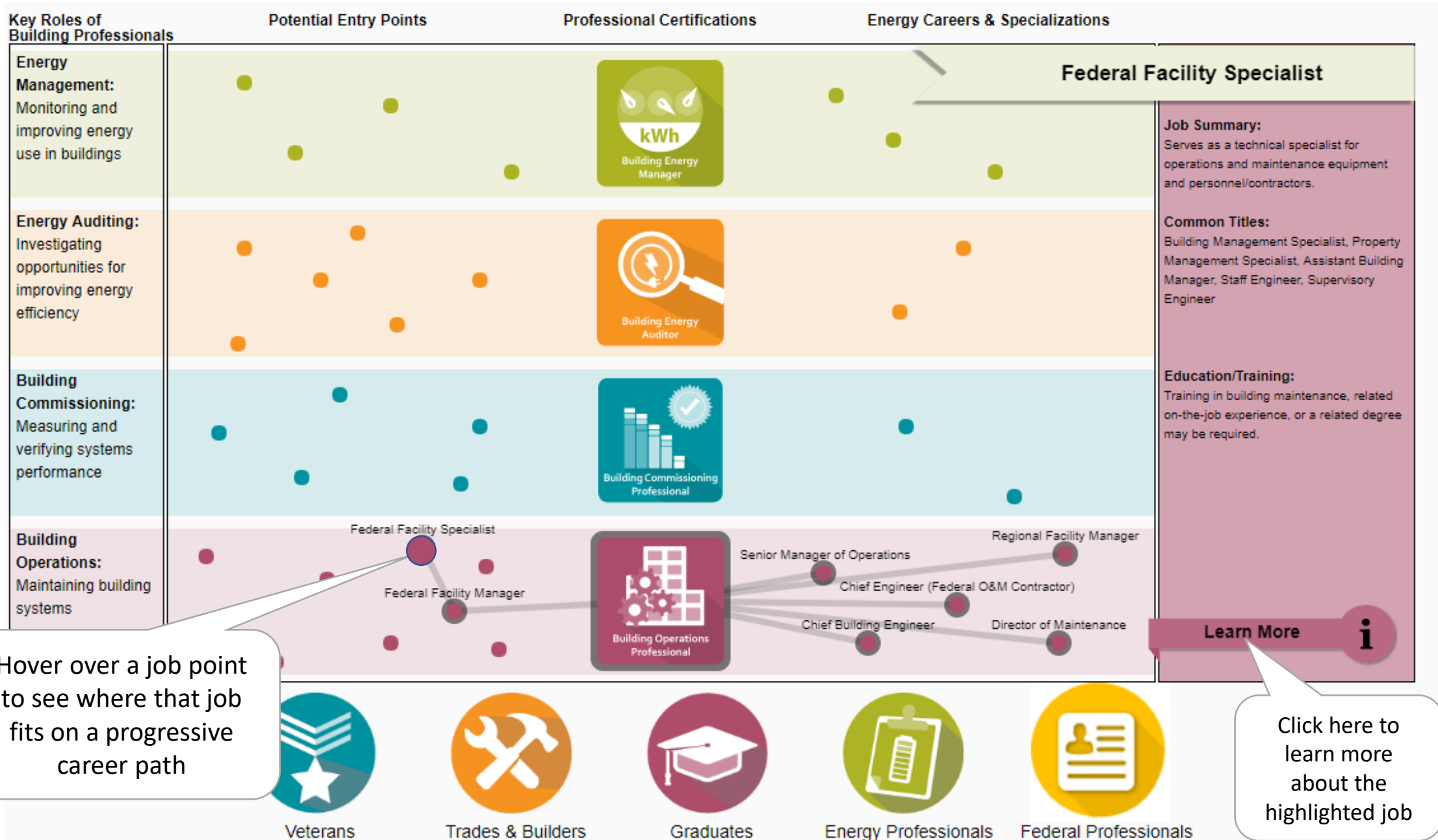
Building Energy Manager

Building Energy Auditor

Building Commissioning Professional

Building Operations Professional

# Job Points & Career Paths





# Professional Certifications

## Key Roles of Building Professionals

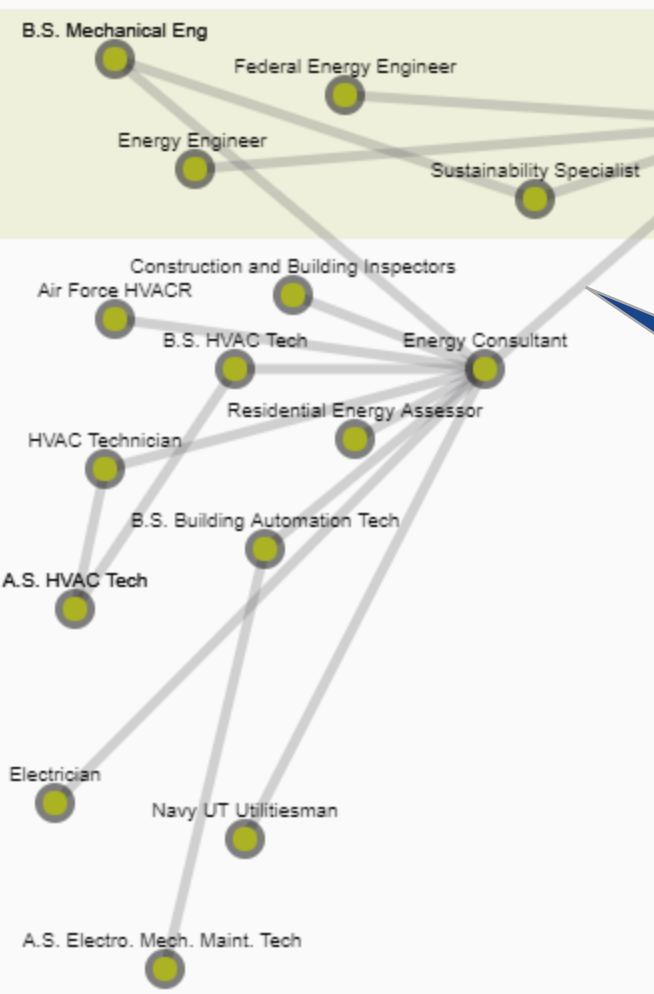
**Energy Management:**  
Monitoring and improving energy use in buildings

**Energy Auditing:**  
Investigating opportunities for improving energy efficiency

**Building Commissioning:**  
Measuring and verifying systems performance

**Building Operations:**  
Maintaining building systems

## Potential Entry Points



## Professional Certifications



## Energy Careers & Specializations



## Building Energy Manager

Click on the connections between two points and it shows you what experience or training you need to advance to that level

Return To Map

**Keys to Success**

- Stays actively current of industry trends and directions;
- Demonstrates all benefits of energy efficiency;
- Possesses technical competencies to gather and assess appropriate

**Job Details**

**Job Task Analysis**

**Competency Model**

Click here to learn more about the *Building Energy Manager Certification*



Veterans



Trades & Builders



Graduates



Energy Professionals



Federal Professionals

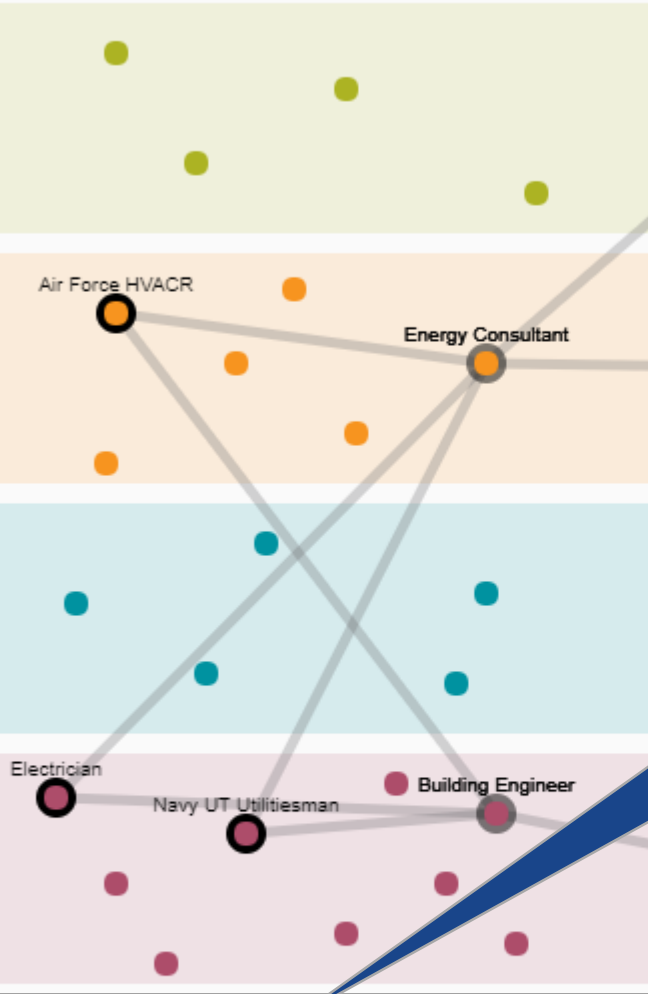


# Career Focus Areas

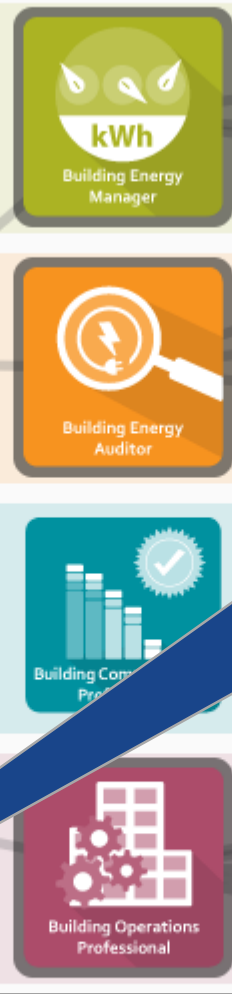
## Key Roles of Building Professionals

- Energy Management:** Monitoring and improving energy use in buildings
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- Building Operations:** Maintaining building systems

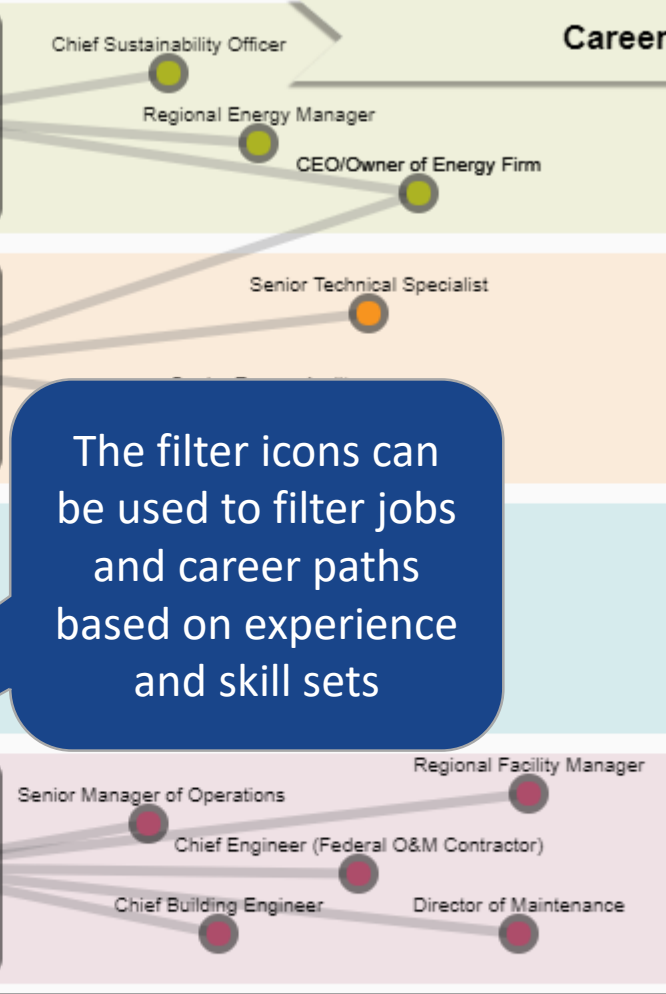
## Potential Entry Points



## Professional Certifications



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At the bottom of the map are four focus areas which act as filters. Click on a filter to see all of the job entry points associated with that field along with the pathway for those jobs.

The filter icons can be used to filter jobs and career paths based on experience and skill sets



Veterans



Trades & Builders



Graduates



Energy Professionals



Federal Professionals

# Thanks!

## Resources:

- Facility Management Institute on SF Tool - [Accelerate FM / FEDSAT](#)
- Facility Engineering Associates - [Career Map](#)
- Whole Building Design Guide – [Workforce Development Page](#)

**Brian Gilligan**

**brian.gilligan@gsa.gov**