Tools and Training Resources for Professional Development

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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
Follow these steps to identify the right training for you:

1. Determine your Baseline
2. Identify & Fill Gaps
   - All Gaps
   - “High Priority” Gaps
3. Map Career Path
Step 1: Determine your Baseline

Long-term professional development

What do I need to know?
How well do I know it?
What resources can help me?

Identify and fill basic knowledge gaps
Donald West

Step 1: Determine your Baseline

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

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

What training have I completed?

Do you want to test your knowledge and find free training on key concepts relevant to your job?
### Step 1: Determine your Baseline

#### BOC Level I
#### FEMP Courses
#### IFMA FMP – 2 of 4
FEDSAT Skills Assessment Question Areas

Step 1: Determine your Baseline

What do I already know?
Step 1: Determine your Baseline

FEDSAT Skills Assessment Dashboard

Overall Progress

Recent Activity

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

- 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

Step 2: Identify & Fill Gaps

How do I fill in the gaps?

- **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
## Step 2: Identify & Fill Gaps

### Search by All Gaps

#### Search Results

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

<table>
<thead>
<tr>
<th>Performance Gaps</th>
<th>Qualification Type</th>
<th>Provider</th>
<th>Hours</th>
<th>Contact Length</th>
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<td>14.00</td>
<td>Certification / Accreditation</td>
<td>BOMI - International</td>
<td>0.00</td>
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</table>
Step 2: Identify & Fill Gaps

Do you want to test your knowledge and find free training on key concepts relevant to your job? [FEDS&T]

<table>
<thead>
<tr>
<th>COMPE TENCY AREA</th>
<th>ASSESSMENT STATUS</th>
<th>QUALIFICATION PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Management of Facilities Operations and Maintenance</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>2 Performance of Facilities Operations and Maintenance</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>3 Technology</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>4 Energy Management</td>
<td>20</td>
<td></td>
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<tr>
<td>5 Safety</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>6 Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>7 Sustainability</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>8 Water Efficiency</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>9 Project Management</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>10 Business, Budget and Contracting</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>11 Leadership and Innovation</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12 Performance Measures</td>
<td>8</td>
<td></td>
</tr>
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</table>
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
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**

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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 tools and resources

<table>
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<tr>
<th>Early/Transitional</th>
<th>Journeyman</th>
<th>Master</th>
</tr>
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<tbody>
<tr>
<td>BOMI – PAC</td>
<td>BOMI – RPA</td>
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<tr>
<td>IFMA - FMP</td>
<td>IFMA - CFM</td>
<td></td>
</tr>
<tr>
<td>LEED – GA</td>
<td>LEED – AP (O&amp;M)</td>
<td></td>
</tr>
<tr>
<td>ASHRAE - OPMP</td>
<td>AEE - CEM</td>
<td></td>
</tr>
<tr>
<td>BOC I</td>
<td>BOC I / II</td>
<td></td>
</tr>
<tr>
<td>BOMI - SMT</td>
<td>BOMI – SMA</td>
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What’s next in my career?

Facility Manager
Energy Manager
Building Operator
Step 3: Map Your Career Path

Career Mapping Tool

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

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 are as follows: Click on a focus to see all of the job entry points associated with that field along with the pathway for those jobs.
Step 3: Map Your Career Path

Strategic Entry Points
- Federal Professionals
- Building & Trades
- Energy Professionals
- Veterans
- Graduates

Career Fields
- Building Energy Manager
- Building Energy Auditor
- Building Commissioning Professional
- Building Operations Professional

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
Hover over a job point to see where that job fits on a progressive career path.

Click here to learn more about the highlighted job.
Click on the connections between two points and it shows you what experience or training you need to advance to that level.
The filter icons can be used to filter jobs and career paths based on experience and skill sets.
Thanks!

Resources:

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

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