

State Fair Community College | The LearningForce

ESSENTIALS OF FACILITY MANAGEMENT TRAINING

Date: September 24 (review session), October 1, 8, 15, 22, 29, November 5, 12, 19, 2026 (must attend each session)
Time: 4:00 p.m. – 6:30 p.m.
Duration: 21 Clock Hours (Eight 2.5-Hour Sessions with a 1-hour review session)
Location: Hybrid | Virtual Instructor-Led
Instructor: Teena Shouse
Registration Deadline: September 11, 2026
Registration Link: https://connect.sfccmo.edu/register/tlf_fall_EssentialsFacilityMgmt
Cost: $999 per participant
Category: Business and Operations
Prerequisites: None

Whether you're responsible for a manufacturing facility, commercial building, healthcare facility, school, or office environment, effective facility management keeps operations running safely, efficiently, and cost-effectively. This training equips participants with practical strategies to improve maintenance, reduce downtime, manage assets, strengthen compliance, and lead facility operations with confidence. Learn proven best practices in maintenance planning, budgeting, building systems, technology, risk management, sustainability, and leadership, all through real-world applications you can immediately implement in your organization.

Essentials of Facility Management

Ideal for:

- Facility Managers
- Maintenance Managers
- Plant Managers
- Operations Managers
- Building Supervisors
- Maintenance Technicians preparing for leadership
- Anyone responsible for facility operations

Training Description

Essentials of Facility Management provides participants with a comprehensive introduction to the core functions and responsibilities of modern facility management. Designed for current and aspiring facility managers, maintenance supervisors, operations professionals, and individuals responsible for managing buildings or physical assets, this course explores the knowledge and skills needed to maintain safe, efficient, and sustainable facilities.

Through participant workbook curriculum, interactive discussions, practical examples, and real-world applications, participants will gain a foundational understanding of facility operations, maintenance planning, financial management, regulatory compliance, risk mitigation, and leadership strategies. Participants will leave the course with new knowledge, practical tools, and resources that can be immediately applied to improve facility performance and support organizational goals. For many program graduates, this could even mean a promotion or a new position within the FM industry.

Learning Objectives

Upon completion of this training, participants will be able to:

- Explain the roles and responsibilities of facility management professionals.
- Identify key components of effective facility operations and maintenance programs.
- Apply preventive and predictive maintenance strategies to improve asset performance.
- Understand facility budgeting, financial planning, and resource allocation principles.
- Recognize applicable safety, regulatory, and compliance requirements.
- Evaluate risk management and emergency preparedness practices.
- Incorporate sustainability and energy management strategies into facility operations.
- Utilize communication and leadership techniques to manage internal and external stakeholders.
- Develop an action plan to improve facility performance within their organization.

Training Outline

Training Orientation and Program Overview (1 Hour)

- Welcome and participant introductions
- Introduction to IFMA and facility management competencies
- Course expectations and learning outcomes
- Review of course materials and resources
- Current trends in facility management
- Participant goals and workplace applications

Module 1: Introduction to Facility Management

- Overview of the facility management profession
- Roles and responsibilities of facility managers
- Core competencies and industry standards
- Strategic importance of facilities within organizations

Module 2: Introduction to Operations and Maintenance

- Maintenance strategies and planning
- Preventive, predictive, and corrective maintenance
- Asset management fundamentals
- Work order systems and maintenance scheduling

Module 3: The Basics of Building Systems

- Structural systems
- Building envelope systems
- Mechanical systems
- Electrical systems
- Plumbing systems
- Building system interactions and opportunities to improve systems performance

Module 4: The Application of Technology

- Building automation systems
- Computerized Maintenance Management Systems (CMMS)
- Facility management technology tools
- Data-driven decision making
- Emerging technology trends

Module 5: The Implications of Health and Safety in Managing Buildings

- Workplace safety responsibilities
- Regulatory compliance requirements
- Risk identification and mitigation
- Emergency preparedness and response planning

Module 6: Supervisory Roles in Facility Work Management

- Leadership fundamentals
- Team communication and coordination
- Workforce planning and scheduling
- Performance management basics

Module 7: Applying Work Management to Building Systems

- Maintenance planning and prioritization
- Resource allocation
- Work order management
- Applying maintenance strategies to facility systems

Module 8: Work Management Tools in Facility Management

- Planning and scheduling tools

- Documentation and recordkeeping
- Performance metrics and reporting
- Continuous improvement practices

Module 9: Managing Contractors in Facility Management

- Contractor selection and procurement
- Scope development and contract administration
- Monitoring contractor performance
- Risk management and compliance considerations

Module 10: Managing and Tracking Customer Relations in Facility Management

- Customer service principles
- Managing service requests
- Stakeholder communication strategies
- Measuring customer satisfaction
- Building long-term stakeholder relationships
- Course review and workplace application
- Individual action planning and next steps

Instructional Methods

- Instructor-led presentations
- Group discussions and peer learning
- Case studies and practical examples
- Interactive exercises and reflection activities
- Action planning

Materials Provided

- Digital participant workbook
- Course resources and templates
- Facility management assessment tools
- Reference materials and supplemental resources
- Certificate of completion