



**IFMA's Essentials of Facility Management Workshop Series is designed to help newcomers to the field understand the language and basic concepts of Facility Management (FM). It focuses on the facility manager's role in the tactical planning, scheduling and accomplishment of daily FM tasks.**

**1. Is IFMA's Essentials of FM Workshop Series a credential? Will I be able to use a designation?**

Although the workshop series is a convenient and affordable way to become acquainted with the FM profession, it is not a credential or certification and carries no designation or post-nominal letters. However, once you complete all 10 modules in the workshop series, you will receive an electronic certificate of completion.

If you feel you are ready for a credential, with three or more years of experience, then a credential, such as IFMA's FMP®, CFM® or SFP® may be right for you. Visit [www.fm.training](http://www.fm.training) to learn more about IFMA credentials as well as the Essentials of Facility Management Workshop Series.

**2. Who is eligible to participate in the Essentials of FM Workshop Series?**

Prior facility management knowledge or experience is not required to participate in the Essentials of Facility Management Workshop Series. The workshops are designed to help newcomers to the field understand the language and basic concepts of FM. It is ideal for those who are beginning or exploring FM as a career choice, solution providers who support FM as vendors and partners and teams looking to standardize language and processes across multiple functional areas.

**3. Is there a printed version of the Essentials of Facility Management Workshop Series?**

Currently, the Essentials of FM Workshop Series is available in a convenient online electronic format. No print materials are required and you can study at your own pace. Online course materials may not be printed and/or distributed.

**4. Once I purchase the workshop series, how long do I have to complete my studies? What do I have to do to pass the assessments?**

You will have access to the online materials for six months. Most Essentials of FM Workshop participants complete the series in that time frame as it typically takes about 2-4 hours to complete each module. There is a brief 10-question assessment at the end of each module to test comprehension. You are required to answer 7 out of the 10 questions correctly to move on to the next module.

**5. What is the difference between the FMP and Essentials of FM?**

IFMA's FMP is a knowledge-based credential for FM professionals and industry suppliers looking to increase their depth-of-knowledge in the core FM topics deemed critical by employers, such as operations, maintenance, finance, business, leadership, FM strategy and project management. The Essentials of FM is a Workshop Series that focuses on the language and basic concepts of FM. The workshops explain the daily tasks that are common across the field of FM. Those who earn an FMP get a professional designation for the duration of their career. People who participate in the Essentials of FM Workshop Series will have an electronic certificate of completion showing that they have completed the coursework.

## Essentials of Facility Management Workshop

<b>Who?</b>	Facility management new comers, those seeking to fill knowledge gaps, those who work with FM's in related industries.
<b>What?</b>	A non-credential workshop offering an electronic certificate of completion
<b>Where?</b>	Online, or in a classroom course.
<b>Why?</b>	Learn the language of FM and the basics for operating at utmost efficiency in the world of FM.
<b>When?</b>	Whenever works for you. If in person, take it when respective location courses are offered.
<b>How long?</b>	Modules can be taken as a series or individually, whichever path you choose. You can complete in your own time.
<b>How do I start?</b>	Learn more and sign up at <a href="http://www.fm.training/essentials-facility-management">www.fm.training/essentials-facility-management</a> . You can start right away! Classes are available online 24/7.

### 6. Do I have to purchase and complete all the modules at once?

The Essentials of FM Workshop Series is broken into a total of 10 modules, each focusing on a specific topic of FM. You can purchase the entire series (all 10 modules) or you can purchase one module at a time if that is more convenient for you. Save as much as \$210 (non-member pricing) when you purchase the entire series.

### 7. What will it cost to get the Essentials of FM Workshop Series?

Courses	IFMA Members	Non-Members
Essentials of FM Workshop Series	\$510	\$590
Single Modules	\$70 each	\$80 each

### 8. How do I purchase the Essentials of FM Workshop Series?

The Essentials of FM Workshop Series, as a whole or in individual modules, can be purchased on [www.fm.training/essentials-facility-management](http://www.fm.training/essentials-facility-management). If you are purchasing for a group of 5 or more, you can contact IFMA at [CorporateConnections@ifma.org](mailto:CorporateConnections@ifma.org) to learn about bulk rate pricing and corporate classroom options.

### 9. What topics do the Essentials of FM Workshop Series cover?

The Essentials of Facility Management were designed by an international group of IFMA FM practitioners with over fifty years of combined experience.

## Facility Management Professional® (FMP®)

<b>Who?</b>	Facility managers seeking to advance, those who work with FM's, and those who work in related industries. No experience required to apply for the FMP.
<b>What?</b>	Certificate upon successful completion of the program requirements, FMP professional designation.
<b>Where?</b>	Online, self-study or in a classroom near you. Your choice.
<b>Why?</b>	Increase skillset, build credibility, gain a competitive edge, network with other FM professionals.
<b>When?</b>	If online, then whenever you choose. If in person, take it when respective location courses are offered.
<b>How long?</b>	Online courses can be completed at your own pace. Classroom schedules vary. Overall average time commitment is 100 hours.
<b>How do I start?</b>	Learn more and sign up at <a href="http://www.fm.training/credentials/fmp">www.fm.training/credentials/fmp</a> . In-person classroom locations and online options mean you can start whenever and wherever works for you!

The resulting program met the educational needs of FM professionals in global FM markets with 10 modules of content focusing on the foundational concepts, terminology and daily tasks of FM. The modules are:

- Module 1 – Introduction to Facility Management
- Module 2 – Introduction to Operations and Maintenance
- Module 3 – The Basics of Building Systems
- Module 4 – The Application of Technology
- Module 5 – The Implications of Health and Safety in Managing Buildings
- Module 6 – Supervisory Roles in Facility Work Management
- Module 7 – Applying Work Management to Building Systems
- Module 8 – Work Management Tools in Facility Management
- Module 9 – Managing Contractors in Facility Management
- Module 10 – Managing and Tracking Customer Relations in Facility Management

### 10. Can I take the assessment more than once?

Yes, participants can take module assessments as many times as they need to get a passing score of 7 or more correct out of 10 total questions.

### Ready to get started?

Order online at [www.fm.training/essentials-facility-management](http://www.fm.training/essentials-facility-management) or contact IFMA at +1-713-623-4362