



2015 INDUSTRY DAY SERIES

FACILITIES MAINTENANCE & MANAGEMENT

Facility Management Training

What we do

The Training Program for the Office of Facility Management provides training assistance for Facility Managers and their staff at overseas posts worldwide

Embassy and Consulate skills-level training initiatives are planned, researched, analyzed, designed, developed, implemented and evaluated for facility staff worldwide.

The Training Program:

- Offers intermediate and advanced technical training
- Develops and manages a systematic curriculum development program that establishes minimum knowledge, skills, and ability requirements developing and scheduling training to assist personnel to fully meet the training and certification requirements of their position to include career advancements when applicable
- Develops training budgets to include travel, and multi-language training aids, such as videos and other open source materials, and creates and maintains a training library to meet changes in software, technology, or configuration of systems and devices

Computerized Maintenance Management System (CMMS) Strategic Plan

CMMS is an integral part of the full lifecycle of facilities management. Over the last 3 years OBO has been developing a CMMS tool to be used at posts worldwide. CMMS has become a tool that the Facility Manager has to depend on for tracking day to day activities, requesting funds, and managing projects.

As CMMS is now the core of the facilities management section, a long term strategic plan and evaluation will be developed on existing system and management structure which includes:

- Analysis of the current application and its users
- Strength and weakness of the system
- Development and enhancement plans
- Training and Functional Support
- Capability to support a mobile workforce
- Headquarter Data Analysis and Reporting
- Developing Key Performance Indicators (KPI)
- Staffing needs