

## FM Occupational Training Sessions



### Leadership Connection

April's Topic: Understanding the Grievance Process and Layoffs

Friday, April 19<sup>th</sup>  
9:00-11:00am



### FM New Employee Onboarding

Tuesday, April 2<sup>nd</sup>, 16<sup>th</sup>, & 30<sup>th</sup>  
7:00am - 3:30pm

Do you have a new employee starting or changing positions on your team? [Click Here](#)



### Resume Writing & Interview Skills

#### Open Labs

April 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, & 26<sup>th</sup>  
2:00-3:00pm

#### Respect@ Workshop

Friday, April 12<sup>th</sup>  
8:00-10:30am

### Customer Service Workshop

Friday, April 12<sup>th</sup>  
10:45-11:45am

#### Mentor Roundtable

Wednesday, April 17<sup>th</sup>  
11:00am-12:00pm

#### ESL Coaching

Requests to participate in  
Fall 2019 sessions  
now being accepted



### Computer Basics

Fundamental  
Introduction  
to Computers  
*Nominations now  
being accepted*

### Word - Beginner

Thursday, April 4<sup>th</sup>  
1:00-3:00pm

### PowerPoint – Branding Overview

Thursday, April 25<sup>th</sup>  
1:00-3:00pm

### Excel - Intermediate

Thursday, April 11<sup>th</sup>  
1:00-3:00pm

# University Opportunities

## Aerial Lift

Thursday, April 18<sup>th</sup>  
7:30am – 12:30pm

## Bloodborne Pathogens

Thursday, April 4<sup>th</sup>, 7:30-9:00am  
Thursday, April 25<sup>th</sup>, 7:30-9:00am  
Tuesday, April 9<sup>th</sup>, 1:00-2:30pm  
Tuesday, April 16<sup>th</sup>, 1:00-2:30pm

## Confined Space Entry

Tuesday, April 9<sup>th</sup>, 7:30am-12:00pm

## Electrical Safety

Thursday, April 25<sup>th</sup>, 7:30am-12:30pm

## Fall Protection

Thursday, April 11<sup>th</sup>, 7:30am-12:00pm

## First Aid/CPR/AED

Thursday, April 11<sup>th</sup>, 7:30am-2:30pm  
Thursday, April 18<sup>th</sup>, 7:30am-2:30pm  
Wednesday, April 24<sup>th</sup>, 7:30am-2:30pm



To register for OHS training,  
your supervisor must email  
[FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu)

Be sure to include the following:

- Class(es) requested
- Employee first & last name
- Computing ID (ex: mst3k)
- Preferred date, if desired
- What are your typical working hours?

For additional training details, class offerings,  
or to request a training class that is  
not currently offered, please go to:  
[www.fm.virginia.edu/depts/ohs/training.html](http://www.fm.virginia.edu/depts/ohs/training.html)  
or email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu)

## Lead in Construction

Tuesday, April 16<sup>th</sup>, 9:00am-12:00pm

## LOTO

Tuesday, April 23<sup>rd</sup>, 10:00am-12:00pm

## Respiratory Protection New User

Tuesday, April 23<sup>rd</sup>, 2:00-3:30pm

## Scaffold User

Thursday, April 4<sup>th</sup>, 7:30am-3:00pm

## Work Zone Traffic Control Basic/8-Hour

Tuesday, April 23<sup>rd</sup>, 7:30am-3:00pm

## Work Zone Traffic Control Intermediate/16-Hour

Two day class  
Wednesday & Thursday, April 24<sup>th</sup> & 25<sup>th</sup>  
7:30am-3:00pm

## Time Management

Tuesday, April 9<sup>th</sup>, 9:00-11:00am

## The Pursuit of Trust

Tuesday, April 16<sup>th</sup>, 9:00-11:00am

## Multicultural Fluency

Wednesday, April 24<sup>th</sup>, 8:30-11:00am

## Managerial Negotiations

Wednesday, April 24<sup>th</sup> 4:00-6:30pm



## Delegation Skills

Wednesday, May 1<sup>st</sup>, 3:00-5:00pm

## Exploring Leadership

Two day class  
Tuesday & Wednesday, May 7<sup>th</sup> & 8<sup>th</sup>  
9:00am-5:00pm each day

## Workday Performance Management Tutorial

Online Tutorial

As a University employee, your education and growth is a top priority.  
*All requests to participate in training during work hours should be  
discussed with your manager/supervisor.*

[www.fm.virginia.edu/employees/occupationaltraining](http://www.fm.virginia.edu/employees/occupationaltraining)  
[fm-training@virginia.edu](mailto:fm-training@virginia.edu)