FM Occupational Training Sessions

Leadership Connection
April’s Topic: Understanding the Grievance Process and Layoffs
Friday, April 19th
9:00-11:00am

FM New Employee Onboarding
Tuesday, April 2nd, 16th, & 30th
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 5th, 12th, 19th, & 26th
2:00-3:00pm

Respect@Workshop
Friday, April 12th
8:00-10:30am

Customer Service Workshop
Friday, April 12th
10:45-11:45am

Mentor Roundtable
Wednesday, April 17th
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

PowerPoint – Branding Overview
Thursday, April 25th
1:00-3:00pm

Word - Beginner
Thursday, April 4th
1:00-3:00pm

Excel - Intermediate
Thursday, April 11th
1:00-3:00pm

For additional details on any Occupational Training session, please visit
www.fm.virginia.edu/employees/occupationaltraining
University Opportunities

**Aerial Lift**
Thursday, April 18th
7:30am – 12:30pm

**Bloodborne Pathogens**
Thursday, April 4th, 7:30-9:00am
Thursday, April 25th, 7:30-9:00am
Tuesday, April 9th, 1:00-2:30pm
Tuesday, April 16th, 1:00-2:30pm

**Confined Space Entry**
Tuesday, April 9th, 7:30am-12:00pm

**Electrical Safety**
Thursday, April 25th, 7:30am-12:30pm

**Fall Protection**
Thursday, April 11th, 7:30am-12:00pm

**First Aid/CPR/AED**
Thursday, April 11th, 7:30am-2:30pm
Thursday, April 18th, 7:30am-2:30pm
Wednesday, April 24th, 7:30am-2:30pm

**Lead in Construction**
Tuesday, April 16th, 9:00am-12:00pm

**LOTO**
Tuesday, April 23rd, 10:00am-12:00pm

**Respiratory Protection New User**
Tuesday, April 23rd, 2:00-3:30pm

**Scaffold User**
Thursday, April 4th, 7:30am-3:00pm

**Work Zone Traffic Control Basic/8-Hour**
Tuesday, April 23rd, 7:30am-3:00pm

**Work Zone Traffic Control Intermediate/16-Hour**
Two day class
Wednesday & Thursday, April 24th & 25th
7:30am-3:00pm

**Time Management**
Tuesday, April 9th, 9:00-11:00am

**The Pursuit of Trust**
Tuesday, April 16th, 9:00-11:00am

**Multicultural Fluency**
Wednesday, April 24th, 8:30-11:00am

**Managerial Negotiations**
Wednesday, April 24th, 4:00-6:30pm

**Delegation Skills**
Wednesday, May 1st, 3:00-5:00pm

**Exploring Leadership**
Two day class
Tuesday & Wednesday, May 7th & 8th
9:00am-5:00pm each day

**Workday Performance Management Tutorial**
Online Tutorial

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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)

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To register for OHS training, your supervisor must email 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