

# TRAINING OPPORTUNITIES

## Educational Resources & Pre-Resumé Coaching Hands-on Workshops!

**JOIN US!**

*Attendance to all sessions is not required.  
Please join us as your schedule allows!*

**Thursdays, 2:00-3:00pm, Skipwith – Room 112**

<b>Oct. 3<sup>rd</sup></b>	UVA Education Benefits
<b>Oct. 10<sup>th</sup></b>	Organizing Your Accomplishments: Marketing Your Skills
<b>Oct. 17<sup>th</sup></b>	Locating & Navigating UVA Internal Job Postings
<b>Oct. 24<sup>th</sup></b>	<i>No session</i>
<b>Oct. 31<sup>st</sup> thru Dec. 5<sup>th</sup></b>	Resumé & Cover Letter Writing Workshops



## FM Onboarding

Do you have a new employee starting or changing positions on your team?

[Click Here](#)

**FMO**

## Roles & Responsibilities for Worker's Compensation

**Tuesday, October 15<sup>th</sup>**

**Zehmer Hall - Auditorium**

**MANDATORY** training for FM Managers and Supervisors that will provide valuable information about the importance of proper claim filing from the time of injury through Return to Work full duty in an efficient manner.



## Respect@ Workshop

Friday, October 11<sup>th</sup>, 8:00-10:30am

## Customer Service Workshop

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

## Mentor Roundtable

Wednesday, October 16<sup>th</sup>, 10:00-11:00am  
FM Lunchroom

## FM's Mentoring Program

The Mentoring Program's mission is to provide support and serve as a resource while employees transition into or within the UVA FM. The program is committed to providing mentees the opportunity to learn from accomplished mentors to develop and grow skillfully and professionally within the organization.

To learn more about what the program is about or how to become a mentor or mentee, check out the links below:

[Mentor Application](#)

[Mentee Application](#)

## OT Road Show

FM's Occupational Training team is available to help meet your team's custom training needs, including – but not limited to – topics such as professional development, teamwork, communication, and technology.

### Tell me more!

- This is a "Road Show" so the OT team member(s) bring the session/workshop to your team's space!
- The date and time is chosen by you!
- The length of the session or workshop is up to you!

**To request additional details or schedule a visit from the OT Road Show**

[CLICK HERE](#)



## Learning to Handle Stress

**October 24<sup>th</sup>, 12:00-1:00pm, Leake – Room 116**

Offered by UVA's Faculty & Employee Assistance Program (FEAP)

Learning to manage stress is an important life skill and our ability to do so improves with practice. This workshop will provide a brief overview of the stress response along with some new research findings. Various strategies to manage stress are discussed and practiced in class. Participants develop a personal plan to include a new stress management strategy and ways to facilitate practice at home and work are discussed.

To register [CLICK HERE](#)



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)

**Aerial Lift**

October 17<sup>th</sup>, 7:30am-12:30pm

**Bloodborne Pathogens**

October 3<sup>rd</sup>, 7:30-9:00am

**Bloodborne Pathogens**

**Refresher**

October 8<sup>th</sup>, 1:00-2:00pm  
October 15<sup>th</sup>, 1:30-2:30pm  
October 22<sup>nd</sup>, 7:30-8:30am

**Confined Space Entry**

October 8<sup>th</sup>, 7:30am-12:00pm

**Electrical Safety**

October 23<sup>rd</sup>, 7:30am-12:30pm

**Fall Protection Authorized**

**Person**

October 10<sup>th</sup>, 7:30am-12:00pm

**First Aid/CPR/AED**

October 2<sup>nd</sup>, 7:30am-2:30pm  
October 8<sup>th</sup>, 7:30am-2:30pm  
October 15<sup>th</sup>, 7:30am-2:30pm

**Hearing Conservation**

October 1<sup>st</sup>, 2:00-3:30pm  
October 29<sup>th</sup>, 2:00-3:30pm

**Lead in Construction**

October 9<sup>th</sup>, 9:00am-12:00pm  
October 10<sup>th</sup>, 9:00am-12:00pm

**Lockout/Tagout**

October 22<sup>nd</sup>, 10:00am-12:00pm

**Respiratory Protection**

**New User**

October 22<sup>nd</sup>, 2:00-3:30pm

**OSHA 10 General Industry (2-day Class)**

October 2<sup>nd</sup> 7:30am-3:30pm &  
October 9<sup>th</sup> 7:30am-12:00pm

**OSHA 30 Construction (4-day Class)**

Oct 16<sup>th</sup>, Oct 30<sup>th</sup>, Nov 6<sup>th</sup>, &  
Nov 13<sup>th</sup>, 7:30am-3:30pm

*You must attend all dates to receive the OSHA certification. If you miss one day, you will not get credit for the entire training course.*

**Time Management**

October 9<sup>th</sup>, 10:00am-12:00pm  
2400 Old Ivy Rd, Room 189

**Healthy Dialogue**

October 16<sup>th</sup>, 8:00-10:30am  
Education Resource Center, Room B

**Giving & Receiving Feedback**

October 8<sup>th</sup>, 2:00-4:30pm  
2400 Old Ivy Rd, Room 189

**Decision Making**

October 30<sup>th</sup>, 8:30-11:00am  
Education Resource Center, Room B

**And more...**

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)

**Join us!**

**Diversity, Inclusion, & Respect Council Meeting**

Monday, Oct. 21<sup>st</sup>, 2:00-3:00pm  
Skipwith – room 010

**D**iversity **I**nclusion & **R**espect

**DIGEST**

Be on the look out for the next edition of the DIR Digest which includes Happenings on Grounds, Happenings Around Charlottesville, Holidays Around the Globe, D.I.R. Learning Corner, and the Feature of the Month!

