

## FM Occupational Training Sessions



### Respect@ Workshop

Friday, June 14<sup>th</sup>, 8:00-10:30am

### Customer Service Workshop

Friday, June 14<sup>th</sup>, 10:45-11:45am

### ESL Coaching

*Requests to participate in  
Fall 2019 sessions now being accepted*

### **New this month!**

### Lunch & Learns

#### REGISTRATION REQUIRED

#### Procurement Best Practices

June 5<sup>th</sup>, 11:30am-12:30pm

#### University Building Official, "UBO"

June 12<sup>th</sup>, 11:30-12:30pm

#### Systems Control

June 26<sup>th</sup>, 11:30-12:30pm

## MENTORING OPPORTUNITIES

### *Create a legacy!*

### New Mentor Application

#### APPLICATIONS NOW BEING ACCEPTED!

By becoming a mentor, you create a legacy that has a lasting impact on your mentee and your field.

- Volunteer **mentors** include exceptional frontline employees, leads, supervisors, managers, associate directors and directors who would like to help someone achieve their professional goals.
- **Mentees** include individuals throughout FM who elect to participate, as well as traditional first-year apprentices.

**Mentee Request Form**  
COMING SOON!

### FM New Employee Onboarding



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

[Click Here](#)



### 2019 Apprentice Graduation & Induction Ceremony

Thursday, June 27<sup>th</sup>

Seating begins at 1:00pm

Program begins at 1:30pm



### Word - Intermediate

Thursday, June 6<sup>th</sup>

1:00-3:00pm

### Excel - Intermediate

Thursday, June 13<sup>th</sup>

1:00-3:00pm

### Computer Basics

Fundamental Introduction  
to Computers

*Nominations now  
being accepted*

### UVA Branding

Session date/time TBD

[Email](#) today to  
reserve your seat

# University Opportunities



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)

*OHS will be operating on a reduced schedule in the summer due to busy FM project schedules.*

## Aerial Lift

June 20<sup>th</sup>, 7:30am-12:30pm

## Electrical Safety

June 19<sup>th</sup>, 7:30am-12:30pm

## Asbestos Awareness

June 4<sup>th</sup>, 9:30-11:30am  
June 5<sup>th</sup>, 9:30-11:30am

## Fall Protection Authorized User

June 13<sup>th</sup>, 7:30am-12:00pm

## Bloodborne Pathogens

June 6<sup>th</sup>, 9:30-11:30am

## First Aid/CPR/AED

June 13<sup>th</sup>, 7:30am-2:30pm  
June 18<sup>th</sup>, 7:30am-2:30pm  
June 26<sup>th</sup>, 7:30am-2:30pm

## Bloodborne Pathogens Refresher

June 13<sup>th</sup>, 1:00-2:00pm  
June 25<sup>th</sup>, 7:30-8:30am

## LOTO

June 18<sup>th</sup>, 10:00am-12:00pm

## Confined Space Entry

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

## Respiratory Protection

### New User

June 18<sup>th</sup>, 2:00-3:30pm

## Team Building

June 6<sup>th</sup>, 8:30-11:30am

## Delegation Skills

June 11<sup>th</sup>, 2:30-4:30pm

## Giving & Receiving Feedback

June 12<sup>th</sup>, 2:00-4:30pm

## Leading Change from the Middle

June 13<sup>th</sup>, 9:00am-12:00pm



## Making the Leap from Peer to Manager

June 20<sup>th</sup>, 2:00-4:00pm

## Bridging the Generation Gap

June 25<sup>th</sup>, 8:30-11:30am

## Multicultural Fluency

June 27<sup>th</sup>, 9:00-11:30am

## eLearning Library

Take advantage of a **free** subscription to [Lynda](#) through the UVA Library!

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)