



Facilities Management  
Occupational Programs  
*Occupational Training*

# FM Leadership Connection

## Written Notice Writing Workshop

### Coordinator

Occupational Training in collaboration with UVA  
HR-Employee Relations

### Target Audience

#### Individuals who...

- Are currently responsible for leading a team in FM.
- Wish to increase their level of expertise in various subject areas.
- Want to build relationships with other leaders in FM and experts from throughout the University.

### Overview

Crafting a written notice is an interactive process between manager, employee and your ER Consultants. This workshop glides through the process of data collection, analysis and policy interpretations in an upbeat and stress-free environment.

### Program Content

- Define manager responsibilities
- Review data collection tools and resources
- Define & discuss analysis and policy interpretations
- Work through case studies of common discipline issues in FM
- Review of HR Go-To Resources

## Enroll Now

Email: [Fm-Training@virginia.edu](mailto:Fm-Training@virginia.edu)

Please include your name  
and computing ID