Facilities Management

Occupational Training Opportunities

August 2018

Highlights of the Month

FM’s New Car – The Nissan Leaf

In our efforts to continue toward more sustainable options, Facilities Management has just added an electric car – the Nissan Leaf – to our available fleet vehicles!

The advantages of using an electric car are:

- Uses No Gas
- Uses No Oil
- Produces Zero Emissions

If you are interested in reserving the Leaf for use, please Contact John Jordan at jmj9k@virginia.edu to complete a driver training session.

Recognition of Educational Accomplishments at FM’s Town Hall

On Thursday, September 6th, FM will be holding its annual Town Hall in Old Cabell Hall from 1:00 – 2:30pm.

In keeping with the spirit of FM’s commitment to investing in our most valuable resource – “our people”, we will be recognizing all individuals who have achieved an educational accomplishment in 2018.

Occupational Training requests the following nomination information:

- Employee(s) name
- Shop/Org
- Achievement
- Date the achievement was/will be earned

Please submit all nominations by email to Elizabeth Campbell at enc2n@virginia.edu by Friday, August 31st.
University Training Offerings

Talent Development
(formerly Center for Leadership Excellence)

- **Leading Change:**
  - August 21st 9:00-11:30am
- **Making the Leap From Peer to Manager:**
  - August 22nd 3:00-5:00pm
- **Healthy Dialogue:**
  - September 5th 9:00-11:00am
- **Decision Making:**
  - September 11th 9:00-11:00am
- **Time Management:**
  - September 12th 10:00am – 12:00pm
- **Building Accountability:**
  - September 12th 1:00-3:00pm

Occupational Training

Register for classes in:

- Technology
- Growth & Development
- ESL
- Manager Enrichment
- Professional Development Skills

OT Request Form

Office of Organizational Excellence

SEMINAR: Speed Learning: Skills You Can Use Now

- September 20th 1:00 – 2:15pm
- Newcomb Hall, Commonwealth Room

Register Here

Occupational Health & Safety

FM-OHS provides a wide range of health and safety training options to help sustain a healthful and safe working and learning environment. These training courses are offered not only to meet numerous regulations, but also toward an effort to encourage health and safety throughout the entire university community.

- **Aerial Lift:**
  - 8/16 @ 8:00am – 12:00pm
- **Asbestos Awareness:**
  - 9/6 @ 9:30 – 11:30am
- **BBP:**
  - 8/15, 8/16, 8/22, 9/5 & 9/12 @ 1:00 – 2:30pm
- **Confined Space Entry:**
  - 9/11 @ 8:00am – 12:00pm
- **Electrical Safety:**
  - 9/5 @ 7:30am – 12:30pm
- **Fall Protection (User):**
  - 8/23 & 9/13 @ 7:30 – 10:30am
- **Forklift New Operator & Recertification:**
  - 9/13 @ TBD
- **First Aid/CPR/AED:**
  - 9/5 & 9/12 @ 7:30am – 12:00pm
- **OSHA 10 General Industry (2 days):**
  - 9/12 & 9/13 @ 8:00am – 4:30pm
- **OSHA 30 Construction (4 days):**
  - 9/11, 9/25, 10/9 &10/16 @ 8:00am – 4:30pm
- **LOTO:**
  - 8/21 @ 10:00am – 12:00pm & 1:00 – 3:00pm

To register an employee for training, supervisors should email fm-ohs@virginia.edu (no phone calls please) with:

- Employee’s first and last name as shown in Oracle
- Email (ex: abc5r)
- Shop #
- Department or zone name.

For additional training details, class offerings, or to request a training class that is not currently offered, please go to https://www.fm.virginia.edu/depts/ohs/training.html or contact OHS at 434-297-6379.

As a University employee, your education and growth is a top priority. We want to take a minute to remind you of some of the resources that are available to both you and your staff that may help you in achieving the career goals you have outlined.

**All requests to participate in training during work hours should be discussed with your manager/ supervisor.**

fm.virginia.edu/employees/occupationaltraining | fm-training@virginia.edu
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