

# Occupational Training Opportunities

NOVEMBER 2018

Highlight of the Month

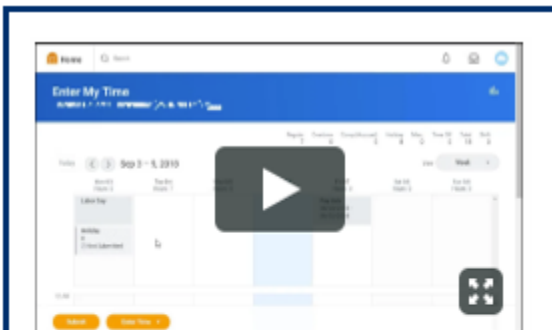


# workday®

## Workday Training Resources

FM Workday training sessions are currently underway!

Please visit the videos below on the [workday.hr.virginia.edu](http://workday.hr.virginia.edu) website to get a head-start on how to enter your time, request time off and so much more!



### **Time Entry - In & Out Times**

Some non-exempt employees will enter specific in and out times.



### **Requesting Absence**

Many non-exempt Academic and UPG employees will enter the number of hours they worked rather than specific in and out times.

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

# University Training Offerings

## Talent Development

(formerly Center for Leadership Excellence)

- ❖ **Time Management:**  
November 27<sup>th</sup> 1:00 - 3:00pm
- ❖ **Giving and Receiving Feedback:**  
November 28<sup>th</sup> 9:00 - 11:30am
- ❖ **Leading Change From the Middle:**  
November 28<sup>th</sup> 3:00 - 5:00pm
- ❖ **Delegation Skills:**  
December 4<sup>th</sup> 9:00 - 11:00am
- ❖ **Leading Complicated Decisions:**  
December 5<sup>th</sup> 9:00 - 11:00am
- ❖ **The Pursuit of Trust:**  
December 11<sup>th</sup> 12:00 - 2:00pm
- ❖ **Emotional Intelligence:**  
December 12<sup>th</sup> 9:00 - 11:00am

## Occupational Training

Click the infographic to access employee engagement tools on the Occupational Training website!



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.

- ✓ **Asbestos Awareness:**
  - 12/5 & 12/6 @ 9:30 - 11:30am
- ✓ **Bloodborne Pathogens:**
  - 11/29, 12/6, 12/11, & 12/13 @ 1:00 - 2:30pm
- ✓ **Chainsaw:**
  - 12/12 @ 7:00am - 12:00pm
- ✓ **Confined Space Entry:**
  - 12/11 @ 8:00am - 12:00pm
- ✓ **Electrical Safety:**
  - 12/5 @ 7:30am - 12:30pm
- ✓ **Fall Protection (User):**
  - 12/13 @ 7:30 - 10:30am
- ✓ **First Aid/CPR/AED:**
  - 11/29, 12/11 & 12/13 @ 7:30am - 12:00pm
- ✓ **Forklift (New Operator & Recertification)**
  - 12/13 @ TBD
- ✓ **LOTO:**
  - 12/4 @ 10:00am - 12:00pm
- ✓ **Respiratory Protection (New User):**
  - 12/4 @ 2:00 - 3:30pm
- ✓ **Scaffold (User):**
  - 12/6 @ 7:30am - 2:00pm
- ✓ **Scaffold (Competent Person - 2-Day Class):**
  - 12/11 & 12/12 @ 7:30am - 3:30pm

**To register an employee for training, supervisors should email [fm-ohs@virginia.edu](mailto: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.

## University Training Offerings

### Office of Organizational Excellence



#### WORKSHOP:

#### How to Use Storytelling to Get Support for Ideas

Have you ever tried to engage a group around a new idea or direction, ask for support to try something new, or get someone excited to follow your lead? In this workshop, you'll learn the basics of how to use storytelling to help build momentum and support for your change goals.

December 5<sup>th</sup> from 1:00 - 2:30pm  
Newcomb Hall – South Meeting Room

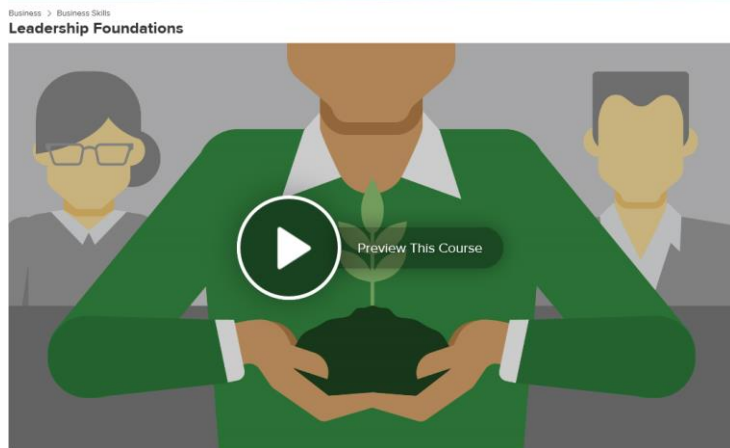
[REGISTER NOW!](#)

### Lynda.com

#### COURSE: Leadership Foundations

Learn to cultivate leadership traits that will help you inspire your team, successfully manage change and conflict, and better serve the needs of your organization!

[Click the image below to watch the video!](#)



## Outside Professional Offerings

### Fred Pryor Seminars

- ❖ [Making the Transition from Staff to Supervisor:](#)  
December 31<sup>st</sup> – Harrisonburg: \$199
- ❖ [Strategies for the Overwhelmed:](#)  
December 11<sup>th</sup> - Frederickburg: \$99

### SkillPath

- ❖ [Excelling as a Highly Effective Team Leader:](#)  
December 10-11 – Richmond: \$299
- ❖ [Leadership and Management for Women:](#)  
December 11<sup>th</sup> - Charlottesville: \$199

### National Seminars Training

- ❖ [Business Writing and Grammar Skills:](#)  
December 3-4 – Washington DC: \$299

### UVA Community Credit Union

#### It's a Money Thing

*Financial Resource Collection*

[Click the logo below for financial education resources:](#)



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](http://fm.virginia.edu/employees/occupationaltraining) | [fm-training@virginia.edu](mailto:fm-training@virginia.edu)