

Training Opportunities October 2017

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.*

Highlight of the Month

WOMEN BUILD NATIONS, Seventh National Conference

With the support of FM Leadership, five women from Facilities Management had the opportunity to attend the WOMEN BUILD NATIONS conference in Chicago, IL this month. This is an annual event for women of all ages and all skill levels who work, or aspire to work, in the construction trades. It provides a unique opportunity to learn from and connect with tradeswomen from around the country and the world. **Speakers announced at the conference that this year's event was the largest meeting of women in the trade's to date with over 1,600 women present!**

WOMEN BUILD NATIONS spoke to every tradeswoman's needs, offering workshops and plenary sessions facilitated by tradeswomen and featuring apprenticeship coordinators, contractors and elected officials. Workshop tracks included topics such as Leadership Development; Building a Mentorship Program that Works for You; Women's Committees: Advancing the Recruitment and Retention of Women; Setting Boundaries: Real Life Solutions for Handling Sexual Harassment on the Jobsite; and many more.

In the future, we look forward to incorporating many of the ideas and suggestions that were made at the conference. Please be on the lookout for additional information coming soon!



University Offerings

The University offers a variety of classroom and online programs for employees. Some of the sessions we feel you may be interested in include:

[Center for Leadership Excellence \(CLE\)](#)

- [Multicultural/Diversity Fluency: A Blended Learning Class](#) October 18th 2:30 – 5:00pm
- [Acting Cool in Heated Situations](#) October 20th 9:00 – 11:30am

- [Crucial Conversations for Managers](#) October 24th 8:30 – 5:00pm
- [Decision Making](#) October 31st 9:00 – 11:00am
- [Stress Management](#) November 3rd 9:00 – 11:00am
- [Leading as a Team Member](#) November 14th 9:00 – 11:00am
- [Productive Responses to Change](#) November 15th 9:00 – 11:00am
- [Growing Deeper: The Power of Privilege- A Blended Learning Class](#) November 28th 2:00– 5:00pm
- [Crucial Conversations](#) November 30th 9:00 – 5:00pm
- [The Emotionally Intelligent Leader](#) December 1st 9:00 – 11:00am
- **AND MUCH MORE...** [Learn More](#)

[FM HR&T Manager Toolkit](#)

In addition to our live sessions, we hope that you will continue to check out the **Online Toolkit**. This toolkit offers a variety of resources perfect for any manager. We especially encourage you to check out the **10 Minute Power Tool Sessions** designed to help you bring important topics to your team and **The Charging Station** that offers useful information to increase your skills and knowledge. New tools will be added frequently, so please plan to visit often! [Learn More](#)

[FM-Occupational Health & Safety \(OHS\)](#)

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:**
 - October 19th 8:00am – 12:00pm
 - October 27th 8:00am – 12:00pm
- **Asbestos Awareness 2-Hour:**
 - October 18th 1:00 – 3:00pm
 - October 24th 8:30 – 10:30pm
 - October 24th 1:00 – 3:00pm
 - October 25th 1:00 – 3:00pm
- **Bloodborne Pathogens:**
 - October 19th 1:00 – 2:30pm
 - November 15th 1:00 – 2:30pm
- **Confined Space Entry:** October 24th 8:00am – 12:00pm
- **Electrical Safety:** October 31st 7:30am – 12:30pm
- **Fall Protection User:**
 - October 24th 7:00 – 9:00am
 - November 7th 9:00 – 10:30am
- **First Aid/CPR/AED:** November 15th 7:30am – 12:00pm
- **LOTO:**
 - October 17th 10:00am – 12:00pm & 1:00 – 3:00pm
 - November 14th 10:00am – 12:00pm & 1:00 – 3:00pm
- **OSHA 30 Construction Outreach Day 4:** October 18th 8:00am – 5:00pm
- **Scaffold User:** October 31st 8:00am – 12:00pm

To register for training, please email fm-ohs@virginia.edu (no phone calls please) with: Employee's first and last name as shown in Oracle, Email (ex: abc5r), Shop #, and Department or zone name.

For additional training details, class offerings, or to request training please go to <https://www.fm.virginia.edu/depts/ohs/training.html> or contact OHS at 434-297-6379.

Hoo's Well

All IM-Rec Sports classes are **FREE** for Employees & Spouses covered by the UVA Health Plan. Call 924- 3791 to register for Swimming, Tennis, & Couch to 5k classes as space is limited. All other classes are “drop in” and do not require advance sign up or notice. All experience levels welcome! [Learn More](#)

- Activities include swimming, tennis, yoga, bouldering, dance, cycling, deep water running, basketball, dodgeball, sand volleyball, softball, nutrition consultation, Pilates, SCUBA and more!

Faculty and Employee Assistance Program (FEAP)

FEAP conducts seminars in association with Hoo's Well. Participate in the classes offered through this program to help you lose weight, improve your diet and nutrition, manage stress, and enhance your general health. [Learn more](#) *Seminars are free but registration is required.*

- **Healthy Gut, Healthy Brain: Stress, Inflammation and Resilience**
Presented by: Lisa Goehler, Ph.D.
(Sponsored by UVA's Faculty & Employee Assistance Program - FEAP)
Tuesday, October 31, 2017, 12 noon – 1:00 p.m.
REGISTRATION: <https://www.surveymonkey.com/r/feapregistration>
For More Information: dds4e@virginia.edu or 434.243.2643

EAB (Education Advisory Board)

FM subscribes to EAB (Education Advisory Board) – a company that offers best practice research and practical advice to higher education.

- [9 Ways to Build Soft Skills](#)

Any employee of FM can subscribe to EAB.

Using Internet Explorer: Go to www.eab.com and click on “Log in now.” Follow prompts to subscribe.

Lynda.com

Learn skills on demand (any time) for FREE. Access Lynda.com's online training video library for courses and tutorials on hundreds of topics. Take a course on a topic like public speaking or management tips or search for a short video that helps you with software from Adobe and Excel. The lynda.com online training library can be accessed by any current staff at UVA. Watch from your computer, tablet, or mobile device. Switch back and forth as you choose. [Learn More](#)

Outside Professional Offerings

In addition to these opportunities within the University, the following seminars are being offered right here in Charlottesville by outside professional training organizations:

PVCC Workforce Services

Workforce Services provides programs for industry certifications, professional development and continuing education. [Learn More](#)

Fred Pryor Seminars

- **How to Deliver Exceptional Customer Service** – November 1st \$199 [Learn More](#)
- **A Crash Course for the First-Time Manager or Supervisor** – November 14th \$149 [Learn More](#)
- **Making the Transition from Staff to Supervisor** – December 5th \$199 [Learn More](#)

[SkillPath](#)

- **Dealing Effectively With Unacceptable Employee Behavior** - January 10th \$149 [Learn More](#)

[National Seminars Training](#)

- **Leadership & Management Skills for Women** 12/14/2017 \$199 [Learn More](#)
- **OSHA Workplace Safety Outreach** 12/18/2017 \$179 [Learn More](#)
- **Managing Multiple Priorities & Projects** 2/28/2018 \$149 [Learn More](#)
- **Essential Skills of Dynamic Public Speaking** 03/14/2018 \$249 [Learn More](#)

[UVA Credit Union](#)

UVA Community Credit Union is pleased to make financial education seminars available free to the general public. [Learn More](#)

A copy of all certificates of completion should be submitted to Training & Development to be added to the employee's personnel file.

If you have any questions or need assistance finding specific training, please feel free to contact Elizabeth Campbell, Training and Development Manager, (434) 982-2857 or enc2n@virginia.edu.