

Training Opportunities

August 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

3 Benefits of Continuous Learning by Raphael Husbands

An important key to life is personal growth. Human beings, like plants, are meant to grow. Physically, yes, but just as importantly, in other ways too. Emotional, spiritual and intellectual growth are key to a fulfilling life.

To make sure that you're always growing you need to develop the habit of continuous learning. Constantly learning new things is a basic requirement in this day and age. Being a lifelong student will benefit you in several ways.

- 1- Keeps your mind sharp and your skills fresh**
- 2- Competence leads to confidence**
- 3- More options in work and in life**

No one can learn everything there is to know but you can try. Decide what skills or specific knowledge would most improve your life and start there.

Read a book, take a class, ask questions of experts. Learn all you can. Learn a lot about a few things. Learn a little about a lot of things.

Learn and keep learning. Your life will be all the better for it.



[Click Here to Read More](#)

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 \(CLE\)](#)

- [The Steps of Change](#), Tuesday, September 5th - 9:00am to 11:00am
- [Essential Work Skills Group Learning Program](#), Wednesday, September 6, 2017 - 9:00am to 12:00pm
- [60 Minute Skills: Difficult Conversations](#), Wednesday, September 6, 2017 - 12:00pm to 1:00pm
- [DiSC Behavior Assessment](#), Wednesday, September 6, 2017 - 2:00pm to 4:00pm
- [Assertive Communication: How to Ask for What You Want](#), Tuesday, September 12, 2017 - 9:00am to 12:00pm
- [Time Management: Prioritizing Life & Work](#), Wednesday, September 13, 2017 - 1:30pm to 4:30pm
- [Leadership Preparation Group Learning Program](#), Tuesday, September 19, 2017 - 9:00am to 5:00pm
- [The Emotionally Intelligent Leader](#), Wednesday, September 20, 2017 - 3:00pm to 5:00pm
- [60 Minute Skills: Difficult Conversations](#), Wednesday, September 27, 2017 - 4:00pm to 5:00pm
- **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.

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!

Hoo's Well Social Wellness: Volunteer in the Community

Volunteering is a way to spend time with colleagues outside of work for a good cause. We're proud that our employees have a positive impact on the community, and we do our best to offer support. The University provides paid leave for volunteer services and school assistance for up to 16 hours in any leave year for salaried (20 – 40 hours) classified and University staff employees. **An additional 8 hours may be allowed for full-time employees serving with a volunteer fire department or rescue squad. Employees wishing to use the additional 8 hours should contact the UHR Leave Center.*

If you would like to host a group of volunteers or are looking for more ways to connect...

- Visit the *Volunteer in the Community* page <http://www.hr.virginia.edu/other-hr-services/hooswell/social-wellness/volunteer-in-the-community>
- Email Elizabeth Feola at efeola@virginia.edu to arrange a volunteer opportunity for a group
- Email volunteer@virginia.edu to join the *Volunteer in the Community* email list for future opportunities.

[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. To register, email: dds4e@virginia.edu

[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](#)

- **Styles & Strategies to Supervise Effectively** – September 19th \$149 [Learn More](#)
- **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](#)

- **HR Law** – September 20th \$149 [Learn More](#)

[National Seminars Training](#)

- **Payroll Law** – October 11th \$199 [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 Elizabeth Campbell, Training Specialist 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.

Elizabeth Campbell

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Experience is a hard teacher
because she gives the test
first, the lesson afterwards.

- Vernon Saunders Law