

TRAINING

Unlock Their Potential
It's Just Waiting for Your Lead

Administrative Resources

Developing Great Employees

Email: pplant.resourceoffice@ttu.edu

Room 107

December 2017: OPERATIONS DIVISION TRAINING SCHEDULE

EMPLOYEE DEVELOPMENT

TMA (Utilities)	DECEMBER 4 TH		CHACP Facility
Chiller Operation Theory (Utilities)	DECEMBER 5 TH		CHACP Facility
Respirator Fit (Online) (Test)	DECEMBER 5 th	1:30 pm. – 2:00 p.m.	Rm. 105
	DECEMBER 6 th	9:00 a.m. – 4:00 p.m.	EH&S
Kenexa Training	DECEMBER 6 TH	1:30 p.m. – 3:30 p.m.	Rm. 9
Listen Up!	DECEMBER 7 TH	8:30 a.m. – 9:30 a.m.	Rm. 105
STOP for Each Other- Initial	DECEMBER 11 TH	8:00 a.m. - 11:00 a.m.	Rm. 105
Heat Transfer/ Thermodynamics (Utilities)	DECEMBER 11 TH		CHACP Facility
ePM- Electronic Performance Management	DECEMBER 12 TH	1:30 p.m. – 3:00 p.m.	Rm. 9
Improve Workplace Performance Through Coaching	DECEMBER 14 TH	11:00 a.m. – 11:45 a.m.	Rm. 9
Strategic Hiring	DECEMBER 14 TH	1:00 p.m. – 3:00 p.m.	Rm. 9
Operating Policies and Procedures (Utilities)	DECEMBER 18 TH		CHACP Facility

EMPLOYEE SUPPORT SERVICES

Operations New Employee Orientation	DECEMBER 4 th	8:30 a.m. – 4:00 p.m.	Training Room 105
	DECEMBER 18 th	8:30 a.m. – 4:00 p.m.	
Tech Alert Sign Up	DECEMBER 1 ST	1:00 p.m. – 1:30 p.m.	Training Room 105
	DECEMBER 5 TH	8:30 a.m. – 9:00 a.m.	
	DECEMBER 7 TH	10:30 a.m. – 11:00 a.m.	
	DECEMBER 12 TH	6:00 p.m. – 6:30 p.m.	
	DECEMBER 20 TH	6:00 p.m. – 6:30 p.m.	
	DECEMBER 21 ST	6:00 p.m. – 6:30 p.m.	

SAFETY BRIEFINGS – SLIPS, TRIPS, AND FALLS

Safety Briefing

Services	DECEMBER 6 th	6:00 p.m. – 7:00 p.m.	Rm. 9
Services, (Spanish)	DECEMBER 7 th	6:00 p.m. – 7:00 p.m.	Rm. 9
Utilities	DECEMBER 13 TH	7:45 a.m. – 8:45 a.m.	CHACP Facility