

### Administrative Resources

"Excellent Service, Excellent Stewardship"

**CORE VALUES:** Safety, Efficiency, Quality, Courtesy

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### Feb. 2018: OPERATIONS DIVISION TRAINING SCHEDULE

#### EMPLOYEE DEVELOPMENT

EEO/Title IX	FEB. 6 <sup>th</sup>	1:30 p.m. – 2:30 p.m.	Rm. 105
	FEB. 15 <sup>TH</sup>	8:15 a.m. – 9:15 a.m.	Rm. 105
	FEB. 28 <sup>TH</sup>	1:30 p.m. - 2:30 p.m.	Rm. 105
Excel Training	FEB. 14 <sup>TH</sup>	8:30 a.m. – 4:30 p.m.	Rm. 105
Kenexa Training	FEB. 15 <sup>TH</sup>	1:00 p.m. – 3:00 p.m.	Rm. 9
Respirator Fit (Online)	FEB 27 <sup>TH</sup>	1:30 p.m. – 2:30 p.m.	Rm. 105
STOP Refresher- <b>Supervisor</b>	FEB. 6 <sup>TH</sup>	8:15 a.m. – 9:15 a.m.	Rm. 105
Employee Refresher	FEB. 13 <sup>th</sup>	8:15 a.m. – 9:15 a.m.	Rm. 105
Employee Refresher	FEB. 20 <sup>TH</sup>	8:15 a.m. – 9:15 a.m.	Rm. 105
Strategic Hiring	FEB. 21 <sup>ST</sup>	1:00 p.m. – 5:00 p.m.	Rm. 9

#### EMPLOYEE SUPPORT SERVICES (H.R.)

Operations New Employee Orientation	FEB. 5 <sup>TH</sup>	8:30 a.m. – 4:00 p.m.	Rm. 105
	FEB. 19 <sup>TH</sup>	8:30 a.m. – 4:00 p.m.	Rm. 105

#### SAFETY BRIEFINGS – Stress Management

Safety Briefing	FEB. 8 <sup>TH</sup>	7:45 a.m.	Rm. 9
	FEB. 13 <sup>TH</sup>	10:00 a.m.	Rm. 9
	FEB. 22 <sup>ND</sup>	7:45 a.m.	Rm. 9
	FEB. 27 <sup>TH</sup>	10:00 a.m.	Rm. 9
Safety Briefing – <b>Services</b>	FEB. 7 <sup>th</sup>	6:00 p.m. – 7:00 p.m.	Rm. 9
Safety Briefing – <b>Services (Spanish)</b>	FEB. 8 <sup>th</sup>	6:00 p.m. – 7:00 p.m.	Rm. 9

#### UTILITIES – CHACP I

Chiller Op Theory	FEB. 5 <sup>TH</sup>
Air Ejector System	FEB. 6 <sup>TH</sup>
Heat Transfer/Thermodynamics	FEB. 12 <sup>TH</sup> FEB. 13 <sup>TH</sup>
Safety Meeting	FEB. 14 <sup>TH</sup>
Gland Seal/Exhaust	FEB. 19 <sup>TH</sup>
Valve Fund	FEB. 20 <sup>TH</sup>
Boiler Controls	FEB. 26 <sup>TH</sup> FEB. 27 <sup>TH</sup>