

### Administrative Resources

"Excellent Service, Excellent Stewardship"

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

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### MAY 2018: OPERATIONS DIVISION TRAINING SCHEDULE

#### EMPLOYEE DEVELOPMENT

Asbestos 2HR Awareness	May 2 <sup>ND</sup>	1:15 p.m. – 3:15 p.m.	Rm. 9
Asbestos 2HR Awareness - <i>Services</i>	May 31 <sup>ST</sup>	6:00 p.m. – 8:00 p.m.	Rm. 9
Leadership Training	May 1 <sup>ST</sup>	8:30 a.m. – 4:30 p.m.	Rm. 105
	May 10 <sup>TH</sup>	8:30 a.m. – 4:30 p.m.	Rm. 105
Listen Up! Training - <i>Services</i>	May 24 <sup>TH</sup>	6:00 p.m. – 7:00 p.m.	Rm. 9
Power Point Training	May 15 <sup>TH</sup>	8:30 p.m. – 4:30 p.m.	Rm. 105
New Employee Orientation	May 7 <sup>TH</sup>	8:30 a.m. – 4:30 p.m.	Rm. 105
	May 21 <sup>ST</sup>	8:30 a.m. – 4:30 p.m.	Rm. 105
NSPE Webinar	May 9 <sup>TH</sup>	1:00 p.m. – 2:00 p.m.	Rm. 9
Respirator Fit Online Exam	May 29 <sup>TH</sup>	8:15 a.m. – 9:15 a.m.	Rm. 105
	May 31 <sup>ST</sup>	1:30 p.m. – 2:30 p.m.	Rm. 105
STOP Employee Refresher <i>DEADLINE May 31<sup>ST</sup></i>	May 8 <sup>TH</sup>	8:15 a.m. – 9:15 a.m.	Rm. 9
	May 9 <sup>TH</sup>	2:30 p.m. – 3:30 p.m.	Rm. 9
	May 17 <sup>TH</sup>	11:00 a.m. – 12:00 p.m.	Rm. 9
	May 24 <sup>TH</sup>	11:00 a.m. – 12:00 p.m.	Rm. 9
	May 29 <sup>TH</sup>	1:30 p.m. – 2:30 p.m.	Rm. 9
	May 30 <sup>TH</sup>	11:00 a.m. – 12:00 p.m.	Rm. 9
	May 31 <sup>ST</sup>	11:00 a.m. – 12:00 p.m.	Rm. 9
STOP Supervisor Refresher <i>DEADLINE May 31<sup>ST</sup></i>	May 3 <sup>RD</sup>	1:30 a.m. – 2:30 p.m.	Rm. 9
	May 14 <sup>TH</sup>	10:00 a.m. – 11:00 a.m.	Rm. 9
	May 23 <sup>RD</sup>	1:30 p.m. – 2:30 p.m.	Rm. 9
Teamwork Training - <i>Services</i>	May 16 <sup>TH</sup>	6:00 p.m. – 7:00 p.m.	Rm. 9

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

New Employee Orientation	May 7 <sup>TH</sup>	8:30 a.m. – 4:00 p.m.	Rm. 105
	May 21 <sup>ST</sup>	8:30 a.m. – 4:00 p.m.	Rm. 105

#### SAFETY BRIEFINGS – CHEMICAL SAFETY

Safety Briefing	May 8 <sup>TH</sup>	10:00 a.m.	Rm. 9
	May 16 <sup>TH</sup>	7:45 a.m.	Rm. 9
	May 22 <sup>TH</sup>	10:00 a.m.	Rm. 9
	May 31 <sup>ST</sup>	7:45 a.m.	Rm. 9
Safety Briefing – <i>Services</i>	May 2 <sup>ND</sup>	6:00 p.m. – 7:00 p.m.	Rm. 9
Safety Briefing – <i>Services (Spanish)</i>	May 3 <sup>RD</sup>	6:00 p.m. – 7:00 p.m.	Rm. 9
Safety Briefing – <i>Utilities</i>	May 16 <sup>TH</sup>		CHAP I

UTILITIES – CHACP I

Valve Fund (UO1)	May 1 <sup>ST</sup>	CHACP I
STOP for Supervisors Refresher	May 2 <sup>ND</sup>	CHACP I
Air Eject Systems (UO1)	May 7 <sup>TH</sup>	CHACP I
Chill Water Systems	May 8 <sup>TH</sup>	CHACP I
STOP for Supervisor Refresher	May 9 <sup>TH</sup>	CHACP I
Gland Seal/Exhaust (UO1)	May 14 <sup>TH</sup>	CHACP I
Chiller Systems I (UO2)	May 15 <sup>TH</sup>	CHACP I
Staff Meeting	May 16 <sup>TH</sup>	CHACP I
Blr Fund (UO2)	May 21 <sup>ST</sup>	CHACP I
Fluid Power (UO2)	May 22 <sup>ND</sup>	CHACP I
STOP For Supervisors Refresher	May 23 <sup>RD</sup>	CHACP I
Crane Operations/Rigging (All)	May 29 <sup>TH</sup>	CHACP I
STOP for Supervisor Refresher	May 30 <sup>TH</sup>	CHACP I