

[FCM TRAINING TOPICS, SCHEDULE AND LOCATIONS](#)

Submit and Query iService Desk Requests – (ALL EMPLOYEES) by Soujanya Vadlani , FCM Operations Staff Assistant	
LOCATION: FCM Training Room – 833 Walter Payton Drive	
Thursday, August 31, 2017 from 9:00 a.m. – 10:00 a.m.	Click Here to Register
Tuesday, November 7, 2017 from 9:00 a.m. – 10:00 a.m.	Click Here to Register
Tuesday, February 6, 2018 from 9:00 a.m. – 10:00 a.m.	Click Here to Register
Thursday, May 31, 2017 from 9:00 a.m. – 10:00 a.m.	Click Here to Register
<p>This training is intended to inform and assist employees in understanding the online process of requesting FCM services, checking the status of requests, and approval routing requirements.</p>	

Make a Reservation – (ALL EMPLOYEES) by Soujanya Vadlani , FCM Operations Staff Assistant	
LOCATION: FCM Training Room – 833 Walter Payton Drive	
Thursday, August 31, 2017 from 10:00 a.m. – 11:00 a.m.	Click Here to Register
Tuesday, November 7, 2017 from 10:00 a.m. – 11:00 a.m.	Click Here to Register
Tuesday, February 6, 2018 from 10:00 a.m. – 11:00 a.m.	Click Here to Register
Thursday, May 31, 2017 from 10:00 a.m. – 11:00 a.m.	Click Here to Register
<p>This training is intended to inform and assist employees in the process of requesting the use of a university vehicle for JSU trips and events, along with JSU and state policies for vehicle usage.</p>	

Property Management Policies and Procedures – (ALL EMPLOYEES) by Jay Thompson, FCM Property Manager	
LOCATION: FCM Training Room – 833 Walter Payton Drive	
Thursday, August 24, 2017 from 9:00 a.m. – 10:00 a.m.	Click Here to Register
Tuesday, October 3, 2017 from 9:00 a.m. – 10:00 a.m.	Click Here to Register
Tuesday, December 5, 2017 from 9:00 a.m. – 10:00 a.m.	Click Here to Register
Tuesday, March 20, 2017 from 9:00 a.m. – 10:00 a.m.	Click Here to Register
<p>This training is intended to inform and assist employees in better understanding Property Management’s university-based process for handling inventory, direct deliveries, equipment disposals, and interdepartmental property transfers.</p>	

Defensive Driving Course – (ALL EMPLOYEES)

by Glen Babbs, IHL

LOCATION: Student Center, Senate Chambers (Room#3250)

Wednesday, August 2, 2017 from 8:00 a.m. – 12:00 p.m.	Event Completed
Wednesday, November 8, 2017 from 8:00 a.m. – 12:00 p.m.	Click Here to Register
NEW Wednesday, February 7, 2018 from 8:00 a.m. – 12:00 p.m.	Click Here to Register
NEW Wednesday, May 9, 2018 from 8:00 a.m. – 12:00 p.m.	Click Here to Register

This training is provided to meet the IHL requirement, for staff planning to use a university vehicle; as defined in the Jackson State University Staff Handbook, Section 4.13.9 regarding eligible drivers.

Golf Cart Training – (ALL EMPLOYEES)

by Julius Green, FCM Director of Safety and Environmental Health

LOCATION: FCM Training Room – 833 Walter Payton Drive

Tuesday, August 22, 2017 from 2:00 p.m. – 3:00 p.m.	Click Here to Register
Thursday, October 26, 2017 from 2:00 p.m. – 3:00 p.m.	Click Here to Register
Wednesday, April 4, 2018 from 2:00 p.m. – 3:00 p.m.	Click Here to Register
Spring Date	TBA

This training is provided to inform and promote employee and pedestrian safety when operating university golf carts.

Fire Safety – (FACILITY MANAGERS)

by Julius Green, FCM Director of Safety and Environmental Health

LOCATION: FCM Training Room – 833 Walter Payton Drive

Tuesday, August 15, 2017 from 2:00 p.m. – 3:00 p.m.	Click Here to Register
Thursday, October 26, 2017 from 10:00 a.m. – 11:00 a.m.	Click Here to Register
Tuesday, January 9, 2018 from 10:00 a.m. – 11:00 a.m.	Click Here to Register
Tuesday, April 3, 2018 from 2:00 p.m. – 3:00 p.m.	Click Here to Register

This training is intended to provide basic fire safety and life training for facility managers.

Heat Safety – (ALL EMPLOYEES)

by Julius Green, FCM Director of Safety and Environmental Health

LOCATION: FCM Training Room – 833 Walter Payton Drive

Tuesday, August 15, 2017 from 10:00 a.m. – 1100 a.m.	Click Here to Register
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This training is intended to inform employees or safe working practices in extreme heat conditions.