

FCM TRAINING TOPICS, SCHEDULE AND LOCATIONS

Defensive Driving Course – (ALL EMPLOYEES)

by Glen Babbs, IHL

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

Thursday, November 15, 2018 from 8:00 a.m. – 12:00 p.m.

[Click here to register](#)

Wednesday, February 20, 2019 from 8:00 a.m. – 12:00 p.m.

[Click here to register](#)

Thursday, May 16, 2019 from 8:00 a.m. – 12:00 p.m.

[Click here to register](#)

This training is an 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.

Fire Safety – (FACILITY MANAGERS)

by Julius Green, FCM Assistant Director of Safety and Environmental Health

LOCATION: FCM Training Room – 833 Walter Payton Drive

Thursday, October 11, 2018 from 10:00 a.m. – 11:00 a.m.

[Click here to register](#)

Thursday, January 17, 2019 from 10:00 a.m. – 11:00 a.m.

[Click here to register](#)

Thursday, April 4, 2019 from 2:00 p.m. – 3:00 p.m.

[Click here to register](#)

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

Golf Cart Training – (ALL EMPLOYEES)

by Julius Green, FCM Assistant Director of Safety and Environmental Health

LOCATION: FCM Training Room – 833 Walter Payton Drive

Thursday, October 25, 2018 from 2:00 p.m. – 3:00 p.m.

[Click here to register](#)

Thursday, April 25, 2019 from 2:00 p.m. – 3:00 p.m.

[Click here to register](#)

Thursday, June 6, 2019 from 2:00 p.m. – 3:00 p.m.

[Click here to register](#)

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

Make a Reservation/Fleet Requests – (ALL EMPLOYEES)

By La’Kitha Hughes, Associate Director of FCM, Allyson Berry, Transportation Manager, and Soujanya Vadlani , FCM Operations Staff Assistant

LOCATION: FCM Training Room – 833 Walter Payton Drive

Tuesday, September 4, 2018 from 9:00 a.m. – 11:00 a.m.	Click here to register
Tuesday, November 27, 2018 from 9:00 a.m. – 11:00 a.m.	Click here to register
Tuesday, February 26, 2019 from 9:00 a.m. – 11:00 a.m.	Click here to register
Tuesday, May 28, 2019 from 9:00 a.m. – 11:00 a.m.	Click here to register

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.

Property Management Policies and Procedures – (ALL EMPLOYEES)

by Jay Thompson, FCM Property Manager

LOCATION: FCM Training Room – 833 Walter Payton Drive

Tuesday, October 2, 2018 from 9:00 a.m. – 11:00 a.m.	Click here to register
Tuesday, December 4, 2018 from 9:00 a.m. – 11:00 a.m.	Click here to register
Tuesday, March 19, 2019 from 9:00 a.m. – 11:00 a.m.	Click here to register

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.

Submit and Query iService Desk Requests – (ALL EMPLOYEES)

by Soujanya Vadlani , FCM Operations Staff Assistant

LOCATION: FCM Training Room – 833 Walter Payton Drive

Wednesday, November 28, 2018 from 9:00 a.m. – 10:00 a.m.	Click here to register
Wednesday, February 27, 2019 from 9:00 a.m. – 10:00 a.m.	Click here to register
Wednesday, May 29, 2019 from 9:00 a.m. – 10:00 a.m.	Click here to register

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.