

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Alan Strauss
Chief Human Resources & Equity Officer

June 23, 2020

Signatures on File

TO: Senior Leadership Team
Principals
Directors with Head and Assistant Head Facilities Servicepersons, Building Operations Supervisors,
and School Site Repairpersons

FROM: Alan Strauss
Chief Human Resources & Equity Officer

Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: 2020 FACILITIES SERVICEPERSONS (FSP) LEADERSHIP VIRTUAL TRAINING WEEK – JULY 20-27, 2020

The Office of Talent Acquisition & Operations (Non-Instructional), in collaboration with Physical Plant Operations (PPO) and Employee & Labor Relations, is pleased to announce the scheduling of the **2020 FSP Leadership Virtual Training Week**. The feedback from last year's FSP Leadership Conference attendees was overwhelmingly positive and this year, the planning committee is aiming to deliver a similar program via virtual platforms.

The 2020 FSP Leadership Virtual Training Week is intended for all Head and Assistant Head Facilities Servicepersons, Building Operations Supervisors, and School Site Repairpersons. **It is strongly recommended that the aforementioned employees participate during the virtual training week.**

Please ensure that you coordinate schedules for these employees and allow them adequate time to participate in the virtual training sessions. Although the training is virtual, employees should participate during their scheduled work hours only, dedicating an estimated 18 hours towards the conference virtual events and virtual courses.

The virtual training sessions will provide professional learning activities and content to further enhance and build on practical, technical, supervisory, and occupational skills essential to the daily operations of schools and District departments. Due to the expected number of participants and virtual environment this year, the sessions will be hosted on the following days:

- **Opening Session Kickoff: Monday, July 20, 2020 beginning at 8:30 a.m.**
- **Virtual Events and Courses: Monday, July 20, 2020 through Monday, July 27, 2020**

Please distribute a copy of this memo to all appropriate Facilities staff at your location. If there are any questions concerning the conference and content, please contact Terrance Johnson, Talent Acquisition & Operations (Non-Instructional), at tdjohnson@browardschools.com. If you have any questions regarding the attendance and release of these employees, please contact Sherline Manzo, Employee & Labor Relations, at sherline.manzo@browardschools.com.

For your convenience, attached to this memo is information regarding the registration and course content for the 2020 FSP Leadership Virtual Training Week.

VSW/AS/SLC/AFM:am
Attachments

c: Board Members
Cabinet Members
Dan Reynolds, President, Federation of Public Employees (FOPE)
2020 Facilities Serviceperson Leadership Conference Committee Members

2020 FACILITIES SERVICEPERSONS (FSP) LEADERSHIP VIRTUAL TRAINING WEEK

REGISTRATION AND COURSE CONTENT INFORMATION

- All Head and Assistant Head Facilities Servicepersons, Building Operation Supervisors and School Site Repairpersons will be emailed the registration process, course content and descriptions, and any additional information that pertains to the conference.
- It is recommended that Administrators discuss the courses offered with their Facilities leadership personnel to jointly determine which courses will most benefit the individual and the operations of the campus or site.
- Participants must be given access to a computer and time to complete their courses.
- Participants will be pre-registered in the following required training courses for the 2020 FSP Leadership Virtual Week:
 - Spartan Virtual Training FSP 20-21
 - Regulations: Choosing Winning StrategiesParticipants must complete courses in their entirety in order to receive full participation hours.
- All registration must be via Learning Across Broward (LAB). Below is a list of courses/descriptions.



2020 FSP VIRTUAL TRAINING WEEK COURSE DESCRIPTIONS

LAB Course Title	Course Description
SPARTAN VIRTUAL TRAINING FSP 20-21	This course offered by Spartan Chemical Company in collaboration with Broward County Public Schools' Physical Plant Operations Division is designed to reinforce basic cleaning and sanitation procedures for the safety and wellbeing of District students, staff and stakeholders.
REGULATIONS: CHOOSING WINNING STRATEGIES	With the input and assistance of recent regulatory inspections and reports from the Department of Health, FL Fish & Wildlife Conservation Commission, and continuous Indoor Air Quality (IAQ) monitoring, BCPS has developed this course in order to provide information, guidance and recommend behaviors for designated personnel to follow. Areas and topics include: Preparing your school site to pass the DOH inspection; and the process for correcting unsatisfactory items that lead to reinspection; Best practices for identifying Burrowing Owls, and their nest and taking the appropriate next steps following discovery; Identifying and mitigating conditions that may lead to IAQ concerns what steps to take when reporting IAQ concerns. This activity awards Training (participation) hours only and does not count toward Instructional Recertification.
PROFESSIONAL WRITING	This course offered through Saylor Academy is designed to provide adult learners with the basic skills they need to write effective documents in the workplace. In this course, you will learn how to analyze your audience so that you can write in a way that is both clear and persuasive. You will practice writing common business documents, such as emails, memos, proposals, and presentations. You will also learn how to effectively edit these documents for maximum impact.
TIME AND STRESS MANAGEMENT	Time management and stress management are two key components to succeeding in life. Creating a system to identify, evaluate, and eliminate distractors and stressors will lead to a more productive and efficient life, inside and outside of work. In this course, you will learn how to earn more time and be less stressed. Participants will also be introduced to several time management tools and techniques that can be applied to most work and life situations.
RESUME WRITING	A resume (or résumé) is a brief written account of personal, educational, and professional qualifications and experience that you prepare as part of your application materials for a prospective job. This course will help you effectively develop employment application materials for today's job market by honing your resume writing skills, providing you with tools to create an impressive resume (or to improve the one you already have), and giving suggestions on developing an effective cover letter.
INTERVIEWING SKILLS	This course is intended to help you showcase your personality, strengths, interests, and abilities to potential employers through the interview process.
PROFESSIONAL ETIQUETTE	The professional world can be full of challenging situations, including conflicting personalities, miscommunication, and cultural differences. In this course, you will learn about typical workplace etiquette protocols, communication standards, and cultural awareness strategies in order to navigate these common obstacles as smoothly as possible.
GROUP COMMUNICATION	Learn principles of small group communication so you can function more effectively in groups, both in your personal life and in the workplace. This course will focus on the principles of small group communication to help us better navigate this important communication setting.
INTRODUCTION TO MANAGEMENT	Explore management by investigating what management is and the role managers play in fulfilling an organization's objectives. You will be introduced to the skills necessary to be successful managers and the styles of management that lead to the accomplishment of an organization's goals.
LEADERSHIP AND TEAMS	Explore topics including the leadership and management skills necessary in the different stages of group development, how to create an effective team, and how to harness a team's strengths. The concept of collaboration has evolved into the practice of creating teams with specific individuals with complementary skills who gather around a common purpose.
MANAGING EMPLOYEES	Explore aspects that are important to employee job satisfaction and well-being, including conflict management and resolution. This course covers one of your most important functions as a manager: motivating your employees to do their best while attempting to meet corporate goals.
DECISION-MAKING	Decision-making is about making choices between alternatives to reach a goal or objective. In this course you will learn about the decision-making process, including basic decision types, tools, methods, and insights that demonstrate how decision-making involves both logic and emotion.
BEGINNING LOWER-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE	Improve your English! Learn new words and how to use active reading, grammar, and writing strategies to read and write English better at the A2 level. This course is designed for those seeking to improve their Standard American English reading and writing skills. Coursework addresses grammar concepts, expanding your vocabulary, reading actively, and basic writing strategies.
INTERMEDIATE ENGLISH AS A SECOND LANGUAGE	Improve writing accuracy and fluency by developing English grammar and vocabulary choices. Developing skills in a language involves understanding how the language works and taking the time to practice using it. This course encourages you to work with new grammar ideas and word choices, and practice using those topics to write about yourself and expand your writing skills.
UPPER-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE	By connecting your language skills, you're better able to explain yourself and write about your ideas. This course presents Standard American English grammar, vocabulary and reading skills that work together to culminate in a complete essay. Improve your reading and writing skills through active reading activities and academic writing practice! This course is designed for learners at the Upper-Intermediate level (B2).

STAIRWAY AND LADDER SAFETY	Stairways and ladders are a major source of injuries and fatalities among workers. OSHA estimates there are as many as 36 fatalities per year due to falls from stairways and ladders used in construction. This course is designed to provide both employers and employees with the knowledge needed to work safely on stairways and ladders.
HOUSEKEEPING SAFETY	Workplaces, such as schools, hospitals, hotels, restaurants and manufacturing plants, use cleaning chemicals to ensure the cleanliness of their buildings. This course is geared for housekeeping and janitorial employees. It will take an in-depth look at the potential health risks from hazardous chemicals and how to choose and store cleaning products safely. This important course also discusses ways to help prevent muscle fatigue and ergonomic injuries.
WORKPLACE HYGIENE AND ILLNESS PREVENTION	This course focuses on what employees need to know to stay healthy in the workplace. Topics covered by the course include, workplace hygiene and housekeeping, contagious diseases, and disease prevention. Topics covered in this course include how to prevent the spread of communicable diseases, including COVID-19. Students will learn how to effectively prevent the spread of diseases, like COVID-19, and stay healthy!
ERGONOMIC HAZARDS IN GENERAL INDUSTRY	Ergonomics includes the scientific study of people at work. The goal of ergonomics is to reduce stress and eliminate injuries and disorders associated with the overuse of soft tissues. This course will help you gain a basic understanding of the hazards and best practices associated with ergonomics in general industry.
SCHOOL SAFETY: EXTERIOR FACILITIES	After a school building is constructed, it is important school district administrators keep a close eye on the quality of the buildings. New buildings tend to deteriorate quickly because of poor weather conditions and routine wear and tear. This course takes a closer look at the building and athletic field maintenance as well as providing ways to keep both students and staff safe both in parking lots and school buildings.
TOOL SAFETY – BASIC	This course is designed to acquaint you with some of the requirements and important safety practices when using hand and power tools in the workplace. Special attention is given to choosing tools properly to prevent ergonomic injuries, and electrical safety guidelines necessary in order to reduce or eliminate shock hazards.
COMMUNICATING FOR LEADERSHIP SUCCESS	This foundational course introduces leaders to the essential interaction skills that are used on a daily basis and that are critical to leadership success. Participants will also learn how to provide positive feedback that recognizes and motivates individuals and teams as well as developmental feedback that helps others get back on track when needed.
WTSW - CONFLICT RESOLUTION	Conflict can be a problem for individuals and teams alike, but when handled constructively, conflict can spark important conversations and build relationships. This Conflict Resolution series presented by Telephone Doctor/Service Skills will provide “What to Say When™” solutions when conflict arises and how to resolve conflicts in a positive way. Scenario based situations will demonstrate both effective and ineffective responses to common workplace situations.
WTSW - TEAM BUILDING	This Team Building series presented by Telephone Doctor/Service Skills will provide solutions to build and foster high-performing teams. Scenario based situations provide “What to Say When” responses when encountered with a difficult workplace scenario. Handling these encounters in a positive and productive way will result an increase in the individual's performance and the performance of the team as a whole.
DELIVERING FEEDBACK	Whether it's at an appraisal or part of everyday interaction delivering feedback is one of the most important yet difficult skills an effective leader needs to develop. Individuals will learn to use the C.E.D.A.R.(Clarify Explain Discuss Agree and Review) feedback model to prepare for and engage in constructive feedback sessions. The C.E.D.A.R. feedback model allows for a balanced conversation to take place between individuals and groups.