



## Facilities Management

### MEMORANDUM

DATE: February 5, 2018

TO: Facilities Management Employees

FROM: Ron Tarbutton, Chief Facilities Officer

SUBJECT: Facilities Management Leadership Certificate Program

I am happy to announce a new opportunity for you. OSU Facilities Management partnered with OSU Training Services to offer the Facilities Management Leadership Certificate Program designed to develop leadership skills. Whether you are a seasoned leader, new to supervising or aspire to become a supervisor, this program may be of interest to you.

To be eligible to enroll in the program, you must be a full time FM employee. You will request to enroll in the certificate program by completing the OSU Facilities Management Leadership Certificate Program Enrollment Application. Approval from your department Manager and Director is necessary before you may participate in the certificate program. Approval of your participation is based on departmental need, budgetary capability and the employee must receive a performance rating of "Good" (3.0 or greater) as documented by the most recent performance review. To enroll in the individual training courses, you will need to request permission from your department Manager through the Training Course Request Form.

Upon department approval, enroll in the program and courses through OSU Training Services by logging into the Learning Management System (<https://talent.okstate.edu>). For questions about the Learning Management System, contact OSU Training Services at (405) 744-5374 or by e-mail, [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).