

### ***Division and University sponsored training:***

Facilities Management Services offers a variety of training options for all FMSD staff. We provide a full spectrum of in-house training courses and programs, including OSHA compliance training, defensive driving, and various types of management and soft skills training. In addition, the University sponsors numerous training programs (both free and fee-based) that can be utilized by our division. Contact the Sr. Training Specialist, Kevin Chappell, at 404-413-0763 for information on in-house and University sponsored training.

### ***External Training***

All training conducted outside the Division must be approved by the supervisor and / or department head. This includes certifications, seminars, professional conferences, etc. All external training should be restricted to the metropolitan Atlanta area (see section on travel below if travel is required). Once necessary approval is attained, contact Randene Tinsley at 404-413-0772, or Patrick Dukes at 404-413-0765 (Facilities Administrative Services) to arrange registration and payment arrangements.

### ***Travel***

Training should be confined to the Atlanta area whenever possible. However, if a particular program will not be offered in the immediate area within six months of the determination of need, then travel may be authorized. Travel must be approved by the director/ department head. Airline travel should be arranged through [AAA Travel Services](#), Georgia State University's preferred travel agent, at 404-413-9696. Hotel accommodations will be approved only for the days of the training event, plus one night if airline flights do not accommodate event scheduling. We may request that you travel on a weekend in order to qualify for lower rates. No additional reimbursement for personal time spent will be authorized.