

Training

Knowledge, competencies, and **professional development** are essential to the teaching of vocational or practical skills provides the best results.

- On-the-job training takes place while the employee is working.
- Off-the-job training away from the workplace.

"An investment in knowledge always pays the highest return."

- Ben Franklin



Providing The Tools For Professional Development



Off-Site

School of Facility Management

- Classroom and workshop style learning in St. Joseph, MO.
- Hone your facility management skills and gain valuable knowledge.
- Help lower your facility's total cost to clean.
- Improve the overall appearance and quality.



Online

Online Learning Management System

- Flexibility and convenience needed in today's fast-paced workforce.
- Utilizing online learning can greatly reduce training and development costs.
- Automated reporting simplifies documentation requirements.



On-Site

On-Site Tools To Support Best Practices

- Site specific customized training tools and job cards.
- Hands-on teaching and training from cleaning expert Hillyard Consultants.
- Automated reporting simplifies documentation requirements.



Off-Site

School of Facility Management

The Hillyard University, School of Facility Management in St. Joseph, MO, has been designed to supplement a facility managers on-the-job learning with off-site classroom and workshop style learning. Gain valuable insight by joining management level peers from across the country. The topics selected are timely, relevant, and updated on a regular basis. Additionally, there is always time available to discuss useful facility management “tips and tricks” with the Hillyard instructors and your peers.



School of Facility Management Topics

Standardization

- Product and Equipment Selection
- Most Effective and Up-to-date Procedures

Navigating the Budget Process

- Fighting for Your Piece of the Pie
- Equipment Purchases
- Personnel

Cleaning Systems

- Team Cleaning (Pros & Cons)
- Zone Cleaning (Pros & Cons)

Certification

- Training Products & Procedures
- Operations Manual
- Fire & Medical

Safety and Compliance

- Work Safety Habits
- Labeling

Human Resources

- Do's & Don'ts for the Interview Process
- Harassment Issues

Green Cleaning

- What it Means to You
- Why it is Important

Supervisory & Communication Skills

- Effective Supervision Styles
- Communicating Up and Down the Chain

Motivating & Team Building

- Establishing Goals for the Whole Team
- Raising Employee Performance
- Increasing Morale

Time Management & Planning

- How to Plan for Projects
- Organization of Projects and Personnel

Accredited IEHA - CEU's

The Hillyard University, School of Facility Management is accredited by IEHA (International Executive Housekeepers Association) for their Continuing Education Program. 22.5 Hours, 2.1 CEU's.

Visit Hillyard.com for dates, location, and registration, or contact your Hillyard Sales Consultant for more information!



Full-Featured, Web-based Learning Management System

Hillyard University Online is a learning management system that helps grow skill sets and meet regulatory requirements by offering:

- professionally created online courses,
- automated administration and record keeping.

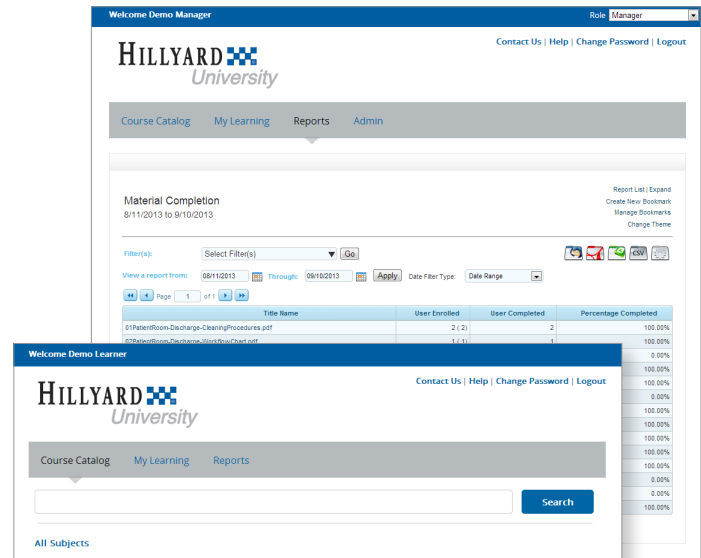
Hillyard University Online is designed to save time, minimize travel costs and provide consistent instruction based on standardized procedures. The goal is to reduce total training costs and improve training outcomes.

Features

- Large and Diverse Course Catalog
- Monitor Performance
- Certificates & Reporting
- 24/7 Access w/ Internet Connection
- Manage User Learning Path
- Self-Directed Learning

Benefits

- Increased Employee Productivity
- Increased Employee Retention
- Reduced Total Training Costs
- Easy to Track Training Progress
- Consistent Instruction
- Customized Content





Tools That Reinforce Best Practices

Standardized training tools in multiple formats designed to reinforce best practices with existing employees or quickly bring new employees up to speed. Use job cards and workflow charts at the job site to teach step-by-step cleaning processes. The training tools are "Ready to Use" or may quickly be customized for your facility. Our training content includes over 50 market segments.



All Performance Tools utilize customized cleaning symbols. Cleaning symbols help to visually reinforce the training message in a multi-cultural and diverse work environment.

On-Site Support From Your Hillyard Consultant

- Equipment In-service
- Floor Care Training
- Safety Seminars
- Green Cleaning Techniques
- Correct Use of Disinfectants
- Best Practice Restroom Cleaning
- And More!



View Online Courses

Scan the QR code with your smart phone!



Hillyard University provides the framework for comprehensive development.



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