CSU Capital Training Program 2006

PLANT OPERATIONS - HIRING PRACTICES

Thursday, April 20, 2006
8:30 a.m. to 3:30 p.m.
Hyatt Regency Long Beach
Seaview A Room

Presented By
CSU Facilities Management Institute
Capital Planning, Design and Construction
CSU Office of the Chancellor
Thursday, April 20, 2006 | 8:30 a.m.–3:30 p.m.
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PLANT OPERATIONS - HIRING PRACTICES

This session is designed for plant directors, energy managers, facility plant staff and facility management personnel.

Hiring, maintaining and retaining a team isn’t always as easy as it seems. Having the right hire is the key element to getting there.

Topics will include:

- Interacting with other plant operation professionals in learning a structured interview process.
- Identifying job success factors.
- STAR questioning to support behavioral interviewing.
- Legal and illegal questions, along with an array of tools that can be useful when looking for the right hire.
- Selling the system to the candidate—what they really want to hear.

PRESENTED BY

- Laurie Walton, Manager, Professional Development Programs
  California State University, Northridge

Register online at:
www.calstate.edu/CPDC/Trg2006.shtml

The registration deadline is Friday, April 7, 2006. The fee for this program is $115. If you are unable to attend, there will be a $15 cancellation fee. There will be no refunds after April 14.

Payment must be made before the event. No payments will be taken the day of training. If paying by check, please make checks payable to the CSU Facilities Management Institute and mail to:

ATTN: NANCY GARCIA
Capital Planning, Design and Construction
California State University
Office of the Chancellor
401 Golden Shore, Suite 237
Long Beach, CA 90802

Catered continental breakfast and lunch will be provided.

A block of 15 guest rooms has been reserved for the CSU for $129/night on April 18 and April 19. You may call the hotel directly at (562) 491-1234 for reservations. Please mention Capital Training making your reservation. The cut-off date for the reserved rooms is March 28.

The Hyatt Regency charges $12 for self-parking or $16 for valet parking for overnight guests; daily rates are $6 self or $9 valet parking. Parking will not be validated.

The CSU Facilities Management Institute (FMI) is the CSU’s administrative framework for its planning, design and construction training program. The Office of Capital Planning, Design and Construction manages the program. The CSU FMI is only available to CSU personnel and related auxiliary staff as its training programs deal with business practices that are pertinent to the CSU.