

# SPRING, 2020 CLASS SCHEDULE

## Register Online!

Go to: [www.seiu1training.com](http://www.seiu1training.com)

On your first visit, you will be asked to create a user name and password.

The rest is simple, just follow the steps to pick your classes!

# SEIU Local 1 Training Center

## SPRING, 2020 Schedule of Classes

### **2-Year Apprenticeship Program**

Monday, Tuesday or Wednesday (6pm–10pm)  
*Orientation is on January 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>*  
 Comprehensive training covering all aspects of building maintenance. Graduates are awarded Journeyman's Certificate from the US Department of Labor. Mandatory for all newly hired "A" level employees. Classes meet 1 night per week.

### **Health & Safety**

Monday, Tuesday or Wednesday (6pm-10pm)  
*5 Weeks Beginning January 13, 14 or 15*  
 OSHA compliance, protective equipment, financial literacy and familiarizing yourself with your health benefits

### **Hand Tools and Power Tools**

Monday, Tuesday or Wednesday (6pm-10pm)  
*9 Weeks Beginning February 18, 19 or 24*  
 Safe and proper use of hand tools and power tools in the workplace

### **Mathematics**

Monday, Tuesday or Wednesday (6pm-10pm)  
*6 Weeks Beginning April 21<sup>st</sup>, 22<sup>nd</sup> or 27<sup>th</sup>*  
 Basic math for on-the-job application

### **Blueprint Reading**

Tuesday, Wednesday or Thursday (6pm-10pm)  
*7 Weeks Beginning January 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup>*  
 How to read, use and create blueprints

### **Plumbing**

Monday, Wednesday, Thursday (6pm-10pm)  
*8 Weeks Beginning February 24, 26 or 27*  
 Plumbing principles, repairs and preventive maintenance

### **Low-Pressure Boiler Systems**

Monday, Wednesday or Thursday (6pm–10pm)  
*8 Weeks Beginning April 20, 22 or 23*  
 In-depth instruction on boiler operations

### **Water Treatment (1 Night Seminar)**

Tuesdays (6pm-10pm)  
*May 5<sup>th</sup>, 12<sup>th</sup> or 19<sup>th</sup>*  
*Students choose 1 night to attend*  
 Water Treatment for heating and cooling

### **Electricity**

Tuesday, Wednesday or Thursday (6p-10p)  
*13 Weeks Beginning January 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup>*  
 Basic Electricity, Electrical Safety and Troubleshooting Electrical Systems.  
*\*Required before you can take HVAC or Monday Advanced Electricity Course.*

### **Carpentry**

Tuesday, Wednesday or Thursday (6p-10p)  
*7 Weeks Beginning April 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup>*  
 Basic repairs to walls, tile, doors, floors, etc.

### **Locks & Keys**

Monday, Wednesday or Thursday (6p-10p)  
*7 Weeks Beginning January 6<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup>*  
 Locksmithing and key pinning

### **HVAC (Heating, Ventilation & A/C)**

Tuesday, Wednesday or Thursday (6p-10p)  
*13 Weeks Beginning Feb 26<sup>th</sup>, 27<sup>th</sup> or March 3<sup>rd</sup>*  
 Comprehensive instruction in basic Air Conditioning principles as well as how to troubleshoot common A/C problems.  
*\*Students must complete Electricity course before enrolling.*

The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop. Please call 312.226.1444 for more information.

## **LIFE SKILLS COURSES**

\*These courses are FREE to SEIU Members under the ABOMA contract

### **Basic Computers**

2 NIGHTS EACH WEEK FOR 3 WEEKS (6 TOTAL SESSIONS)

TUESDAYS AND THURSDAYS 6PM-9PM

***CLASS BEGINS APRIL 14<sup>th</sup>***

Using the computer, mouse and keyboard.

Introduction to Microsoft Word and the internet

### **Advanced Computers**

2 NIGHTS EACH WEEK FOR 3 WEEKS (6 TOTAL SESSIONS)

TUESDAYS AND THURSDAYS 6PM-9PM

***CLASS BEGINS MAY 5<sup>th</sup>***

Writing letters, creating a budget, setting up an e-mail account

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## **English as a Second Language**

Classes are taught in English, so we can accommodate a wide range of native languages (Spanish, Eastern European, Polish, etc.)

### **ESL**

2 NIGHTS EACH WEEK FOR 12 WEEKS (24 TOTAL SESSIONS)

MONDAYS AND WEDNESDAYS 6PM-9PM

***CLASS BEGINS MONDAY, MARCH 2<sup>nd</sup>***

## **Foreign Language**

### **Learn Basic Spanish**

TUESDAYS (6PM-9PM)

***12 WEEKS BEGINNING ON TUESDAY, MARCH 3<sup>rd</sup>***

### **Leadership Skills Seminar**

\*Leading by example, mentoring others and climbing the career ladder.

\*Class is open to all Property Service Employees-Janitors, Engineers and Door Staff

THURSDAY, MAY 7<sup>th</sup>

*12:30-4:30pm*

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## **10-WEEK JANITORIAL TRAINING PROGRAM**

The following topics will be covered:

- Orientation
- Customer Service and Communication Skills
- Basic Health and Safety
- American Heart Association - HeartSaver CPR Certification
- Fire Safety
- Cleaning Standards and Expectations
- Hard Floor Care Lecture
- Hard Floor Care Hands-On Demonstration
- Carpet and Upholstery Cleaning/Green Cleaning
- Outdoor Maintenance and Landscaping

COURSES ARE OFFERED ON 10 CONSECUTIVE **THURSDAYS**

DAY CLASSES (12:30 – 4:30) BEGIN **JANUARY 9<sup>TH</sup> AND MARCH 19<sup>TH</sup>**

NIGHT CLASSES (6:00PM – 10:00PM) BEGIN **JANUARY 9<sup>TH</sup> AND MARCH 19<sup>TH</sup>**

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## DOOR STAFF TRAINING

Students that attend at least **6 out of the 8** classes will receive a certificate for the Door Staff Training Program.

Evening Courses (6:00pm-10:00pm) begin **TUESDAY, JANUARY 28 OR MARCH 31**

Daytime Courses (12:30pm-4:30pm) begin **TUESDAY, JANUARY 28 OR MARCH 31**

**CLASS #1- ORIENTATION**

Students will go over the current ABOMA contract with regards to pension, benefits, holidays, sick days, the new 401k plan option, etc.

**CLASS #2- CUSTOMER SERVICE & COMMUNICATION SKILLS**

Looking sharp on the job, interacting with residents, knowing your building and your neighborhood.

**CLASS #3- BUILDING EVACUATION**

Proper evacuation procedures in an emergency situation.

**CLASS #4- CRIME PREVENTION & ANTI-TERRORISM**

Observation skills, making your building a hard target, keeping your building secure.

**CLASS #5- CUSTOMER SERVICE II- New ideas on how Doormen can assist residents in their building and improve their level of service.**

**CLASS #6- CPR & AED CERTIFICATION: American Heart Association Certification**

**CLASS #7- ACTIVE SHOOTER TRAINING Life saving measures and how to react during an active shooter situation at your building**

**CLASS #8- PROFESSIONALISM IN THE WORKPLACE Promoting a harassment-free environment among co-workers and residents in your building**

THE ORDER OF THESE CLASSES MAY CHANGE SUBJECT TO INSTRUCTOR AVAILABILITY. PLEASE CALL FOR DATES IF YOU ARE LOOKING FOR ONE SPECIFIC CLASS.

To enroll, please fill out the attached registration form and email it to [dobryt@seiul.org](mailto:dobryt@seiul.org)

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## EXAMS AND CERTIFICATION COURSES

### ***City of Chicago Stationary Engineers Exam – Preparation Course***

8-week course on Wednesday nights to prepare students to pass the Licensing Exam

Class Begins **Wednesday, JANUARY 8<sup>TH</sup> at 6pm**

Exam will be given by the City of Chicago on Wednesday, MARCH 4<sup>TH</sup>

Must be one of the following to enroll:

- Head Engineer / Assistant Engineer
- Graduate of the 2-year Apprenticeship Program

### ***Certified Swimming Pool Operators Course and Examination***

Instructor: Deb Todner, Aquasure

2-day course to receive CPO designation through the National Swimming Pool Foundation

- **Tuesday and Wednesday, March 10<sup>th</sup> & 11<sup>th</sup>**
- **Wednesday and Thursday, May 13<sup>th</sup> & 14<sup>th</sup>**

\*\$300 Fee Applies

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