



PROGRAM DETAILS

Only Career, non-probationary employees are eligible to apply for SAW.

To be considered for SAW, applicants must complete a pre -assessment on June 10 or June 12 at Ticon III, Classroom #2400.

Selected participants agree to attend all sessions.

SAW is limited to 20 participants.

By May 31, email your completed SAW application to HS-T-D@ucdavis.edu, or interoffice or deliver in person to Ticon III, T&D Office, #2600.

For more info contact HS-T-D@ucdavis.edu.

**WANT TO KNOW
MORE & AND GET
AN APPLICATION**



UCDAVIS
HUMAN RESOURCES
Talent Management and Development

School At Work (SAW) Program

“School At Work has given me more confidence in the work that I do, and also motivated me to go back to college.”
– UCDH SAW Graduate

As part of the UC Davis Health's commitment to career development and succession planning, Training & Development is **now accepting applications through May 31** for our 12th year of the School at Work (SAW) Program. This six-month program was specifically developed for health-care facilities with a primary focus of providing entry-level employees opportunities for career advancement and continuing education.

The 2019 SAW program runs July 10 – December 18, with the graduation on January 8, 2020. The weekly SAW sessions include 2.5 hours of mandatory class attendance and an additional 2 hours per week of self-study during nonworking hours. During facilitator-led class sessions, students will participate in discussions, interactive online exercises and computer based coursework.

SAW program topics include:

- Career development and mastering workplace competencies
- Workplace applications of reading, writing, grammar and math
- Healthcare and medical terminology

The following Microsoft e-courses are also included:

- Performing Basic Tasks in Word 2013
- Getting Started with Excel 2010
- Creating Presentations in Powerpoint 2013
- Working with Email in Outlook 2013
- Scheduling with Outlook 2013
- Collaboration, Contacts and Tasks in Outlook 2013