



San Joaquin County
Mandatory Training Checklist

Employee Name:

Department:

Position:

As a government agency, the County of San Joaquin strives to maintain a competent and knowledgeable workforce. To this end, employees are expected to be familiar with important county policies and procedures. A list of the required trainings as well as how often employees must return for a refresher has been identified for you below.

COMPLETE WITHIN 180 DAYS FROM DATE-OF-HIRE

- HR0151 Discrimination and Harassment Awareness & Prevention** *(For general employees – Renew every five years)*
 This course outlines behaviors that are appropriate in the workplace and what action to take if harassment occurs. The County’s Sexual Harassment Policy will also be discussed during this course.
- HR0130 Diversity, Respect & Inclusion: A personal commitment** *(For all employees – Renew every five years)*
 This training discusses diversity, respect and inclusion in the workplace and provides employees with the opportunity to acquire tools to gain a deeper understanding and awareness of diversity.
- HR0070 EEO: Discrimination & Harassment – Laws & Prevention** *(For managers/supervisors: Mandated by AB1825)*
 This course is designed for those who are first time managers and supervisors with the County. Participants will be able to identify various forms of sexual harassment and be provided legal information and proactive approaches to recognize, prevent and internally handle sexual harassment situations. This part of the **HLRA series**
- HR0066 Sexual Harassment Refresher** *(For Managers/Supervisors: - Renew every two years)*
 This course is mandated by AB182. This course identifies guidelines for managers and supervisors on how to prevent and correct sexual harassment situations in the workplace. This course is not be taken by general employees
- HR0141 Emergency Preparedness** *(For all employees – one time)*
 This class is designed to inform employees on what to do in case of an emergency or disaster at the workplace
- HR0176 Experienced Driver 4** *(For all employees who operate a county or personal vehicle for business purposes)*
 Through examples and skills exercises, participants will have an opportunity to review and sharpen their defensive driving skills.
- HR0117 Workplace Violence Prevention & Recognition** *(For general employees – Renew every five years)*
 Participants will learn effective methods and techniques to diffuse a potentially hostile situation. Information on the County’s Employee Assistance Program (EAP) will also be provided during this class.
- HR0119 Workplace Violence Prevention & Recognition** *(For Man/Sup – Renew every three years)*
 This class reviews the effective methods and techniques to diffuse potentially hostile situations and the steps to take to ensure the physical safety of staff and clients. Proper reporting and documentation will also be covered. This course is not to be taken by general employees

COMPLETE WITHIN 12 MONTHS FROM DATE-OF-HIRE *(For managers/supervisors)*

- Human Resources Leadership Academy (HLRA)**
 A series of courses that focuses on various areas of management and supervisory skills critical for successful leadership. Courses include: Communication & Conflict Management, Civil Service Rules, EEO: Discrimination & Harassment – Laws & Prevention, Hiring & Interview Skills, Introduction to Progressive Discipline, Leave Administration, Risk Management, Role of the Leader, and SJC Performance Evaluations.