

OHR Training Institute: New Hire Learning Path - All Employees

DESCRIPTION

All employees, contractors, temporary employees, student interns, and volunteers* are required to take Mandatory Training, based on an individual’s job – see “Target Audience” listed below each Course.

REQUIREMENTS

Upon completion both you and your manager will be notified, and the Learning Path status will be changed to “Completed”.

TIME PERIOD: 90 days

MANDATORY COURSES - EVERYONE

Courses	Target Audience
Preventing Workplace Harassment	Everyone

MANDATORY COURSES – BASED ON POSITION

Check with your supervisor to determine which courses are required for someone in your position.

Courses	Target Audience
Preventing Workplace Harassment	Everyone
Security Awareness (ISATP)	Those assigned a username and log-in.
Limited English Proficiency	All individuals in front-line positions. HHS Employees should attend “ HHS Limited English Proficiency Plan ”
HIPAA Internal Business	Everyone working within the following Departments: <ul style="list-style-type: none"> - Department of Technology Services - Department of Finance, - Office of the County Attorney - Department of General Services (Archives) - Office of Internal Audit.