

All commonwealth employees under the Governor's jurisdiction must receive training on the following topics:

Topic:	Policy reference:	Requirement:	OA Course:	Must be Taken:	Format:
Emergency Awareness	MD 205.38	Train all employees on responding to emergency evacuation plans, and related incidents. Include in new employee orientation.	Employee Emergency Awareness	Annually	Web-based
Information Security	MD 535.9 MD 205.34	All Users are required to complete security awareness training once every 12 months. All new Users will receive mandatory security awareness training as part of new employee orientation.	Security Awareness and Acceptable Use	Annually	Web-based
Ethics	Policy Memo-Secretary of Administration 12/21/2007	The Office of Administration has developed Ethics in the Workplace, a training course that will provide guidance to all state officials and employees on what "ethics" means to them in their Commonwealth positions. This training course will be mandatory for all employees under the Governor's jurisdiction.	Ethics in the Workplace	Once	Web-based
SEAP	MD 505.22	All employees receive information, education, and the required training on SEAP and the substance abuse policy requirements, using an OA approved curriculum.	SEAP Essentials	Once, with refresher training every 2 years at a minimum	Web-based & Instructor-Led
Workplace Violence	MD 205.33	All managers, supervisors and employees are required to receive training on workplace violence prevention and response.	Workplace Violence Prevention	Annually	Web-based & Instructor-Led
SEAP Drug Free Workplace	MD 505.25	All employees receive information, education, and the required training on SEAP and the substance abuse policy requirements, using an OA approved curriculum.	SEAP Drug Free Workplace	Once, with refresher training every 2 years at a minimum	Web-based & Instructor-Led
Discrimination and Sexual Harassment Prevention	MD 505.30	Ensure that all employees are educated in the Commonwealth's sexual harassment policy and in sexual harassment issues in general. Education may consist of written materials, formal training, educational videos, orientation sessions, workplace discussions, and/or individual counseling. Education in sexual harassment issues should be considered an ongoing effort, with additional approaches used periodically to reinforce earlier education.	Discrimination and Sexual Harassment Prevention	Once	Web-based
HIV/AIDS	MD 505.26	Agencies are to provide education and/or information to employees on blood borne infections/diseases in order to minimize potential discrimination and transmission.	OA does not currently offer an enterprise course to meet this requirement.	Once	
Bomb Threats	MD 720.7	Agencies should provide information and/or training for their employees on how to respond to bomb threats and suspicious packages. Employees who regularly handle mail and packages should be provided specific training on proper mail handling procedures. For additional information, contact the Department of General Services, Capitol Police.	OA does not currently offer an enterprise course to meet this requirement.	Once	
New Employee Orientation	MD 535.1	Provide orientation to the Agency and the Commonwealth within 6 months of hire. Include Equal Employment Opportunity, Whistle Blower, Substance Abuse, Smoking, Emergency Evacuation Plan and Bomb Threat.	OA does not currently offer an enterprise course to meet this requirement.	Once within 6 months of hire	n/a

Topic:	Policy reference:	Requirement:	OA Course:	Must be Taken:	Format:
Right to Know Chemicals in the Workplace	MD 505.27	All those exposed to hazardous substances - annual training. New employees within 120 days of hire.	Right To Know Chemicals in the Workplace	Annually	Web-based

All commonwealth supervisors/managers under the Governor's jurisdiction must receive training on the following topics:

Topic:	Policy reference:	Requirement:	OA Course:	Must be Taken:	Format:
Disabilities	MD 205.25	Provide training, information, and technical assistance on disability-related employment policies to agency Disability Services Coordinators and agency staff who provide disability policy support.	Disability-Related Training for Supervisors & Managers	Once	Instructor-Led
Employee Performance	MD 540.7	All supervisors are required to receive a basic EPR course within six months of becoming a supervisor.	Employee Performance Review	Once	Instructor-Led
Sexual Harassment Awareness	MD 505.30	Ensure that all supervisors are educated in the Commonwealth's sexual harassment policy and in sexual harassment issues in general. Education may consist of written materials, formal training, educational videos, orientation sessions, workplace discussions, and/or individual counseling.	Sexual Harassment Awareness and Prevention	Once	Instructor-Led
Labor Relations	MD 535.1	Training for new supervisors within the first six months of a promotion or reassignment to include an overview of supervisory responsibilities, labor relations, and performance management.	Labor Relations for Supervisors	Once	Instructor-Led
Absence Management	M 530.7	Training for new supervisors within the first six months of a promotion or reassignment to include an overview of supervisory responsibilities relative to absence management. Web based training is a pre-requisite for the instructor led training provided by the agency Human Resource Office.	Absence Management for Supervisors	Every two years	Web-based
Absence Management	M 530.7	Training for new supervisors within the first six months of a promotion or reassignment to include an overview of supervisory responsibilities relative to absence management. This training is to be provided at the agency after a student has completed the web based training course.	Absence Management for Supervisors	Once	Instructor-Led
Supervisory Development	MD 535.1	Training for new supervisors within the first six months of a promotion or reassignment to include an overview of supervisory responsibilities, labor relations, and performance management.	Fundamentals of Supervision	Once	Instructor-Led
CDL Training	M 505.5	All Supervisors of CDL covered employees and supervisors/managers in the chain of command that would be in a position to render a reasonable suspicion determination relative to fitness for duty are required to receive the OA/vendor CDL Supervisory course..	CDL Supervisor Training	Once	Instructor-Led
SEAP for Supervisors Manager session Fit For Duty session	MD 505.22	Supervisors will receive specific training on how to identify, intervene, interview, refer and monitor employees.	SEAP for Supervisors & Fitness for Duty	Once, with refresher training every 2 years at a minimum	Instructor-Led

All commonwealth employees under the Governor's jurisdiction are required to complete the following web-based training topics:

Topic:	Policy reference:	Requirement:	OA Course:	Must be Taken:	Format:
EPR Refresher	MD 540.7	For supervisors only. This web-based training course instructs supervisors how to select the appropriate type of EPR, write an effective EPR, rate factors accurately, write appropriate and meaningful comments to support factor ratings, and document a development plan. Attendees will also have the opportunity to review several documents including: Management Directive 540.7, EPR Factor Links, and the 363L form.	EPR Refresher for Supervisors	Once	Web-based
Email Encryption for Employees	MD 205.34	A course for commonwealth employees which covers the following topics: Determine which email messages should be encrypted, how to send encrypted email messages and report technical issues related to email encryption.	Email Encryption for Employees	Once	Web-based
State Records Management	MD 210.5	The course includes a high level overview of the State Records Management program and provides resources to help employees manage their records.	State Records Management	Once	Web-based
Managing Electronic Records	MD 210.5	This course describes how to identify records in e-mail and other electronic messaging systems and how to manage such electronic messages created, sent or received in accordance with commonwealth records policies.	Managing Electronic Records	Once	Web-based
Notices of Rights/Duties	Workers' Compensation Act, P.L.736	All Commonwealth employees who are required to use a list of designated health care providers for the treatment of work-related injuries under the workers' compensation program. (Some bargaining units will be excluded. Those excluded are L1. R4 and contractors.) Serves as written notification to employees of their rights and duties under Section 306 (f.1)(1)(i) of the Pennsylvania Workers' Compensation Act and provides notification of the newly consolidated panels of designated health care providers by county. All employees must be informed of their rights and duties under Section 306 (f.1)(1)(i) and acknowledge that they have read and understand them as explained.	Notice of Rights and Duties	Once	Web-based