

Training Matrix*



| | Training Name | Offered by | Time |
|--|---|--------------------------------------|---|
| Mandatory Classes for All Employees | New Employee Safety Orientation Orientation includes: | <i>Target Solutions</i> | <i>2 hour</i> |
| | ^ <i>Ergonomics</i> | <i>Target Solutions</i> | <i>30 minutes</i> |
| | ^ <i>Hazard Communication</i> | <i>Target Solutions</i> | <i>30 minutes</i> |
| | ^ <i>Illness Injury Prevention Plan</i> | <i>Target Solutions</i> | <i>30 minutes</i> |
| | ^ <i>Violence in the Workplace</i> | <i>Target Solutions</i> | <i>30 minutes</i> |
| | Disaster Service Worker Training | <i>Target Solutions</i> | <i>2 hour</i> |
| | Defensive Driver Class | <i>Target Solutions or Classroom</i> | <i>2.5 hour or 4 hour; Must be repeated every 4 years</i> |
| | NIMS IS700** | <i>OES Class or Online</i> | <i>3 hour</i> |
| | NIMS ICS100** | <i>OES Class or Online</i> | <i>3 hour</i> |
| | Mandatory Sexual Harassment and Discrimination Training | <i>Online or Classroom</i> | <i>1 hour (or 2 hour for supervisory or management employees); Must be repeated every 2 years</i> |
| Department's Discretion | Heat Injury Illness | <i>Target Solutions</i> | <i>30 minutes</i> |
| | CPR/First Aid/AED | <i>Safety Class</i> | <i>3 hour; Valid for 2 years</i> |
| | Blood Born Pathogens | <i>Safety Class</i> | <i>1.5 hour</i> |
| Open to All Employees | New Employee Orientation | <i>Learning Institute</i> | <i>8 hour</i> |
| | Preventing Sexual Harassment | <i>Learning Institute</i> | <i>2 hour</i> |
| | Effective Communication | <i>Learning Institute</i> | <i>4 hour</i> |
| | Ethics | <i>Learning Institute</i> | <i>3 hour</i> |
| | Decision Making 101 | <i>Learning Institute</i> | <i>3 hour</i> |
| | Recruitments & Interviews 101 | <i>Learning Institute</i> | <i>2.5 hour</i> |
| | LinkedIn Learning | <i>Online</i> | <i>Varies by Department</i> |
| | Crucial Conversations | <i>Learning Institute</i> | <i>16 hour; Class costs \$275</i> |
| Line Staff | Confidential Assistant HR Training | <i>Learning Institute</i> | <i>36 hour; Offered Annually</i> |
| Supervisors | NIMS ICS200** | <i>OES Online</i> | <i>3 hour</i> |
| | Supervisor Training Academy | <i>Learning Institute</i> | <i>6 day course</i> |
| Managers I, II, III - Supervisors and the following | HR Manager Training | <i>Learning Institute</i> | <i>48 hour; Offered Annually</i> |
| | NIMS ICS300** | <i>OES Classroom</i> | <i>20 hour</i> |
| | NIMS ICS800** | <i>OES Online</i> | <i>3 hour</i> |
| | Problem Solving and Decision Making | <i>Learning Institute</i> | <i>9 hour + 18 hour of reading</i> |
| Executive Leadership | NIMS ICS400** | <i>OES Classroom</i> | <i>16 hour</i> |
| Elected Officials | NIMS ICS402** | <i>OES Classroom</i> | <i>2 hour</i> |
| | AB1234 Mandatory Ethics | <i>Classroom</i> | <i>Varies</i> |

*Many non-mandatory trainings are currently not offered in their normal capacity due to COVID-19 emergency response.

**All NIMS courses must be completed within one year of employment.