

**REQUIRED TRAINING*
2023**



Topic or Course	Targeted Audience	Mandated By	Frequency	Training Available	COVLC** Course Title	Contact (for more information)	Length
Alcohol & Other Drugs Policy 1.05	All Executive Branch salaried and wage employees (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General) and contractors ¹	DHRM Policy 1.05 Title 2.2 of the Code of Virginia For federal contractors and grantees ¹ the federal Drug Free Workplace Act	Orientation; Ongoing employee education.	On-line module in COVLC for all employees. Contract workers should receive comparable training as required in contracts	MVP – Alcohol and Other Drugs Policy 1.05	Agency Training Coordinator COVLC Help Desk	20 minutes
Alcohol & Other Drugs Policy 1.05	All Executive Branch supervisors (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General)	DHRM Policy 1.05 Title 2.2 of the Code of Virginia For federal contractors and grantees ¹ the federal Drug Free Workplace Act	Orientation; Ongoing employee education.	On-line module in COVLC for all supervisors. Contract workers should receive comparable training as required in contracts	MVP – Recognizing Drug and Alcohol Use in the Workplace	Agency Training Coordinator COVLC Help Desk	20 minutes

¹ **Federal** contractors/grantees must also ensure that contract workers meet requirements of the **federal** Drug Free Workplace Act.

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Civilian Response to Active Shooter Events (CRASE)	All employees	Developed by Virginia Department of Criminal Justice Services (DCJS)	Orientation; ongoing employee education.	On-line module in COVLC for all employees.	DCJS – Civilian Response to Active Shooter Events (CRASE)	Agency Training Coordinator DCJS	60 minutes
Civility in the Workplace Policy 2.35	All Executive Branch salaried and wage employees (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General) Contract workers must be provided comparable training by their employers	DHRM Policy 2.35, Civility in the Workplace Agencies must ensure that contract workers or other third parties are made aware of this policy and are provided with related training.	Orientation; Ongoing employee education.	On-line module in COVLC for all employees.	MVP HR Policy & Law - Civility in the Workplace	Agency Training Coordinator COVLC Help Desk Contractor Training on Sexual Harassment	45-50 minutes
Grievance Procedure	All Executive Branch agency employees . Training focuses on procedure for classified employees	Code of Virginia §2.2-3000	Agencies are required to familiarize employees with their grievance rights.	On-line module in COVLC for all employees.	EDR – Workplace Dispute Resolution Services Overview	Agency Training Coordinator EDR	30 minutes

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Grievance Procedure	All Executive Branch supervisors and managers	Code of Virginia §2.2-3000	Supervisors are required to be trained in the grievance procedure.	On-line module in COVLC for supervisors and managers.	MVP HR Policy & Law - Understanding & Using the Grievance Procedure	Agency Training Coordinator EDR	1 hour
Human Resource Overview Training ²	Directors of agencies (including presidents ³ of higher education institutions) and chief human resource officers in Executive Branch	Code of Virginia § 2.2-1209	Within six months of appointment of the agency director; Once every 4 years thereafter.	On-line recording for agency directors, higher education institution presidents, and chief human resource officers. Agency's chief human resource officer to provide training to agency director on agency's companion HR policies on ongoing basis.	DHRM Human Resource Overview Training for Agency Directors 2022 Agency Director HR Training Webinar Recording	Agency Training Coordinator COVLC Help Desk	60 minutes
Performance Management [General supervisory principles]	Supervisors and managers	Appropriation Act	Ongoing.	On-line curriculum in COVLC for supervisors and managers.	MVP Enhancing Employee Performance Curriculum	Agency Training Coordinator COVLC Help Desk	2 hours, 50 minutes
Performance Management [DHRM Policy]	Supervisors and managers	Appropriation Act	Ongoing.	On-line curriculum in COVLC for	MVP – HR Policy & Law – Performance	Agency Training Coordinator	2 hours, 30 minutes

² Requirement mandated by Code of Virginia 7-1-17.

³ Higher education presidents may delegate to a designee.

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				supervisors and managers.	Management Curriculum	COVLC Help Desk	
Statement of Economic Interest (SOEI)/ Conflict of Interest Act	All employees in positions requiring completion of Statement of Economic Interest (SOEI).	§2.2-3128 - 3130 of the Code of Virginia.	Training must be completed within two months after becoming designated as a state filer; Every two years, thereafter.	<i>(One of three options available – check with agency HR office or training coordinator)</i> <i>Module developed by Office of the Attorney General</i>	OAG 2023 Conflict of Interest Act Training	Agency Training Coordinator OAG	60 minutes
Statement of Economic Interest (SOEI)/ Conflict of Interest Act	All employees in positions requiring completion of SOEI.	§ 30-356 of the Code of Virginia	Training must be completed within two months after becoming designated as a state filer; Every two years, thereafter.	<i>(One of three options available – check with agency HR office or training coordinator)</i> <i>Module developed by Ethics Council</i>	COV – State Officer and Employee Conflict of Interests Act Training (will be directed to Ethics Council website to complete the module)	Agency Training Coordinator Ethics Council	60 minutes
Statement of Economic Interest (SOEI)/ Conflict of Interest Act	All employees in positions requiring completion of SOEI.	§ 30-356 of the Code of Virginia	Training intervals noted above.	<i>(One of three options available – check with agency HR office or training coordinator)</i> <i>Agency-developed course which meets</i>	Check with Agency Training Coordinator	Agency Training Coordinator	Varies

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				<i>code requirements and has been vetted through Office of Attorney General and Ethics Council.</i>			
Terrorism & Security Awareness Orientation	All employees in Executive Branch Agencies.	Executive Order 41 ('11)	One time training; refresher training recommended. Must be completed within 90 days of commencing state service.	On-line module in COVLC (One of two options available – check with agency HR office or training coordinator)	VDEM - Terrorism Security Awareness Orientation	Agency Training Coordinator VDEM	45 minutes
Terrorism & Security Awareness Orientation	All employees in Executive Branch Agencies.	Executive Order 41 ('11)	One time training; refresher training recommended. Must be completed within 90 days of commencing state service.	(One of two options available – check with agency HR office or training coordinator) <i>Agencies may develop their own training which comports with the VDEM module and includes supplementary materials.</i>	Check with agency training coordinator	Agency Training Coordinator	Varies

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Virginia State Employee Safety & Disaster Awareness Training	All employees	Chief of Staff (Training developed by Virginia Department of Emergency Management (VDEM)) § 2.2-1212 of the Code of Virginia	Orientation; Required annually. Those employed with the Commonwealth on January 1, 2022, shall complete the training no later than April 1, 2022.	On-line module in COVLC for all employees.	VDEM - Virginia State Employee Safety & Disaster Awareness Training	Agency Training Coordinator VDEM	30 minutes
Diversity in the Workplace Overview	All employees	§ 2.2-1211 of the Code of Virginia and the Governor's Office of Diversity, Equity and Inclusion	Within 90 days of commencing or recommencing employment.	On-line module in COVLC for all employees.	COV - Working Together for Virginia (replaces prior DHRM - The Road to Cultural Competence course)	Agency Training Coordinator DEI Unit - DHRM	10 minutes
Cyber Security Awareness Training	All IT System Users: Agency managers, supervisors, and employees; contractors	Virginia Information Technologies Agency SEC527 – Cybersecurity Awareness Training Standard	- Within 30 days of initial employment or contract engagement and annually each year thereafter; - When required by systems changes;	Agency-developed or procured training.	Check with agency training coordinator or agency information security officer.	Agency Training Coordinator Agency Information Security Officer	Varies

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Please direct questions about these courses or their content to your agency training coordinator and/or to the noted agency content owner.

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