

Managers and Supervisors – Required

Cultural Competency for Managers and Supervisors Training (CCMS)

Three four-hour modules. Required for all managers/supervisors who have not previously taken this City training. Offered twice/year in Spring and Fall, or upon bureau request. No cost to City managers/supervisors.

Discipline Training

One four-hour module. No cost to City managers/supervisors.

Equity 101 Training

One 3.5 hour module. Equity 101 training is required for all regular, limited duration, and temporary employees whose appointment is for six months or more. Offered multiple times per year.

HRAR 2.02 Workplace Harassment, Discrimination, and Retaliation Prevention for Managers/Supervisors

One 2.5 hour module. Required upon hire or promotion. One-hour refresher training required every three years thereafter. Offered multiple times per year.

Manager/Supervisor Training Series

Conflict Management

Emotional Intelligence

Ethical Leadership

Performance Management

Each module is four hours. Required for all managers/supervisors who have not previously taken this City training. Offered multiple times per year.

Mandatory Reporting of Child Abuse Training

All City employees are mandatory reporters of child abuse, per ORS 419B.005 – 419B.045. Employees are required to view a short online eLearning which explains reporting requirements and is available through *CityLearner* for employees with computer access, and a DVD or web link is available for employees without access to *CityLearner*. A Frequently Asked Questions (FAQ) document is provided on the Training and Workforce Development web page and every employee should receive a copy upon hire. No cost to City employees.

Reasonable Accommodation and the Interactive Process-The Americans with Disabilities Act (ADA)

One two-hour module. Required for all managers/supervisors who have not previously taken this City training.

Performance Evaluation Training

One two-hour module. May be customized to incorporate bureau performance evaluation forms. No cost to City managers/supervisors.

General Awareness 2018 + PCI Training

Required training for all citywide Managers (Managers, who manage employees responsible for taking credit card payments as part of their job duties, must complete training by 9/15/2018. Manager, who manage employees not responsible for taking credit card payments, must complete the training by 6/30/2019)

Reasonable Suspicion of Drug and Alcohol Use Training

One three-hour module. Cost to City managers/supervisors up to \$35 per attendee, depending on size of attendance.

Records Management Training

All City Employees who routinely create or work with City records are required to complete this eLearning course.

Safe Driver Training / Van Driver Training

Safe Driver training is offered online as an eLearning module. Van Driver training is offered multiple times per year by Risk Management and required every 3 years for all City employees who drive on City business (personal or City vehicle) and/or operate a 15-passenger van. No cost to City employees.

BHR Training and Workforce Development
Summary of Training Programs for City Employees

Non-Management Employees – Required

Equity 101 Training

One 3.5 hour module. Equity 101 training is required for all regular, limited duration, and temporary employees whose appointment is for six months or more. Offered multiple times per year.

HRAR 2.02 Workplace Harassment, Discrimination, and Retaliation Prevention for Non-Management Employees

One two-hour module. Required for all new hires; one-hour refresher training required every three years thereafter. Offered multiple times per year. No cost to City employees.

Mandatory Reporting of Child Abuse Training

All City employees are mandatory reporters of child abuse, per ORS 419B.005 – 419B.045. Employees are required to view a short online eLearning which explains reporting requirements and is available through *CityLearner* for employees with computer access, and a DVD or web link is available for employees without access to *CityLearner*. A Frequently Asked Questions (FAQ) document is provided on the Training and Workforce Development web page and every employee should receive a copy upon hire. No cost to City employees.

General Awareness 2018 + PCI Training

Required training for all citywide employees (employees who take credit card payments as part of their job duties must complete training by 9/15/2018. Employees who do not take credit card payments must complete the training by 6/30/2019)

Records Management Training

All City Employees who routinely create or work with City records are required to complete the eLearning course.

Safe Driver Training / Van Driver Training

Safe Driver training is offered online as an eLearning module. Van Driver training is offered multiple times per year by Risk Management and required every 3 years for all City employees who drive on City business (personal or City vehicle) and/or operate a 15-passenger van. No cost to City employees.

All Employees – Recommended

Employee Cultural Competency in the Workplace (ECCW)

Five modules; four are 2-3 hours; one is 4 hours. Module One, Orientation to Equity, Diversity Development and Cultural Competency, is highly recommended for *all* City employees. Offered twice/year in Spring and Fall. No cost to City employees.

Traumatic Events Management

One four-hour module. No cost to City employees.

Workplace Violence Prevention

One four-hour module. No cost to City employees.

Other Training Opportunities for City Employees

Citywide Training Program

A variety of professional development training topics offered in partnership with Portland Community College (PCC). Sessions are scheduled in Winter/Spring and Fall terms. Training topics are generally intended for all City employees; specialized subjects may be offered by request. Cost varies, depending on topic and length of training; most one-day classes are \$95 - \$195.

Customized Training Programs

Training and Workforce Development assists bureaus with sourcing, design and delivery of other training topics through PCC, Portland State University (PSU), or private consultants. Cost varies depending on the request.

Shared Services and Bureau-Specific Training

City bureaus develop and provide a variety of training opportunities for City employees, including SAP, Contract and Project Management, Equity, Emergency Preparedness, Records Management, Americans with Disabilities Act (ADA), and Civil Rights. New courses are added to the *CityLearner* catalog frequently; check online to see the current offerings.

CityLearner

[CityLearner](#) is the City of Portland's learning management system. Courses offered through BHR and many other City bureaus are listed in the *CityLearner* online catalog, which includes classroom and online eLearning courses. Most regular City employees have access to *CityLearner* and can book courses and complete eLearning courses online. Employees who do not have computer access may book classroom training by contacting [BHR Training and Workforce Development](#). If you need assistance with CityLearner, please go to [CityLearner Help](#) or send an email to [BHR Training and Workforce Development](#).