

## Managers and Supervisors-Required

### **Administering the Discipline Process (Discipline Training)**

3,5 hour class. No cost to City managers/supervisors.

### **Racial 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**

The 2-hour module is required upon hire or promotion. The one-hour refresher training is required every three years thereafter. 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. For employees without access to a city email or computer, a web link is available. A Frequently Asked Questions (FAQ) document is provided on the [BHR Training](#) web page and every employee should receive a copy upon hire. No cost to City employees.

### **Reasonable Employment Accommodations**

One 1.5--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.

### **Cybersecurity Awareness Training**

Required annual training for all citywide Managers and Supervisors.

### **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.

### **Defensive 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. 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.

## Non-Management Employees-Required

### **Racial 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. The one-hour refresher training is required every three years thereafter. Offered multiple times per year. No cost to City employees.

### **Mandatory Reporting of Child Abuse Training**

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### **Cybersecurity Awareness Training**

Required annual training for all citywide employees.

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

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## BHR Training Summary of Training Programs for 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 4-hour virtual classes are \$225, over 4-hours range between \$275-\$499.

#### **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.

### City Learner

[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 city email or who do not have computer access may book classroom training by contacting their bureau's Training Coordinator or [BHR Training](#). If you need assistance with CityLearner, please go to [CityLearner Help](#) or send an email to [BHR Training](#).