

## 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. No cost to City managers/supervisors.

### **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. No cost to City managers/supervisors.

### **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.

### **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.

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## **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.

## BHR Training and Workforce Development

### Summary of Training Programs for City Employees

#### 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 Training and Workforce Development. Classes listed which do not have a training date scheduled may be pre-booked by following the online prompts. Follow this link for [CityLearner Instructions](#), or find them online in the *CityLearner* portal. Additional information is also available on the BHR Training and Development [website](#).