



Employee Required Training Checklist

Employee Name	Job Classification	<input type="checkbox"/> Non-Supervisor <input type="checkbox"/> Supervisor <input type="checkbox"/> Purchasing/Contract Training Required	Date Started
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WA State Learning Center (WSLC)
 Website: <https://sowa.sumtotal.host/core/dash/home/welcome>
User Guide and Resources:
<https://des.wa.gov/services/training/washington-state-learning-center/user-guides-resources>

The following activities are required for all Military Department employees and are due within 30 days of hire [except for asterisked* courses. These courses need to be registered within 30 days (if courses are available) but completed within 6 months.]

TRAINING REQUIRED FOR ALL EMPLOYEES

Topic	Name of Course	How Scheduled	Duration	Type of Training	Date Registered/ Completed
NEO	New Employee Orientation	Scheduled by HR	6 hours	Virtual Via Teams/In-person	
Plain Talk	WA State Plain Language (excludes Trades)	Self-Registered WSLC	2 hours	On Demand – eLearning & Self-Paced.	
Records	MIL Records Management and Disclosure, Lean Intro	Scheduled by IAP Division	2 hr. 20 min	Virtual Via Teams	
Ethics <small>(Required every three year)</small>	WA-State Ethics in State Government	WSLC System-automatic registration	1 hr. 30 min	On Demand – eLearning & Self-Paced.	

Topic	Name of Course	How Scheduled	Duration	Type of Training	Date Registered/ Completed
Sexual Harassment (Required Annually)	WA-State Sexual Harassment Prevention for All Employees	WSLC System-automatic registration	1 hr. 20 min	On Demand – eLearning & Self-Paced.	
	OR		1 hr. 35 min		
IT Security (Required Annually)	WA-State IT Security Training	WSLC System-automatic registration	50 min	On Demand – eLearning & Self-Paced.	
EAP	WA-EAP Orientation	WSLC System-automatic registration	15 min	On Demand – eLearning & Self-Paced.	
Safety	WA-State Defensive Driving	WSLC System-automatic registration	1 hr.	On Demand – eLearning & Self-Paced.	
Hostile Work Environment / Safety	WA-State Preventing Workplace Violence for Supervisors (Even though class title indicates supervisors this is for all employees)	WSLC System-automatic registration	25 min	On Demand – eLearning & Self-Paced.	
Lean	MIL Lean Yellow Belt Training (2 Days) *	Self-Registered WSLC	2 Days	Virtual	
Hiring (Required Annually)	Mitigating Implicit Bias in Hiring Process Workshop (initial course) Reducing Bias and Notice with a Competency-based Approach (annually thereafter) (Required for all employees who are participating in the interviewing/hiring process)	Self-Registered WSLC	2 hours	On Demand – eLearning & Self-Paced.	
Accessibility	<ul style="list-style-type: none"> • Create More Accessible Email Messages in Outlook • Create More Accessible PowerPoint Slides • Create Accessible Word Document • Create More Accessible Excel Workbooks (Excludes trades classification and cooks that do not create/edit written materials)	Self-Registered WSLC	15 min 20 min 15 min 15 min		
Diversity, Equity, & Inclusion	The DEI training focuses on foundational concepts. Starting with race, "A Path Toward Equity" will allow all employees to gain awareness of racial inequalities and their effects. This foundational training is focused on the emerging level of DEI				

Topic	Name of Course	How Scheduled	Duration	Type of Training	Date Registered/ Completed
	<p>competency, providing shared language as well as awareness of how racial inequities show up in every system and workplace in Washington. The training includes the following:</p> <ul style="list-style-type: none"> • "Who We Are: A Chronicle of Racism in America" documentary (2 hours) • Pre-assessment (optional) • Four instructor-led modules facilitated via Zoom (8.5 hours) • Post-assessment (optional) <p>IMPORTANT NOTE: This is a new training program. At this time the Department is only requiring employees to complete the "Who We Are: A Chronicle of Racism in America." Please discuss due date with your supervisor as divisions have established their own deadlines for this training.</p> <p>The four additional instructor lead modules that will be required for all employees in the near future are:</p> <ol style="list-style-type: none"> 1. Racism as a Foundation 2. Racism as a Structure 3. Feeling like an Outsider: The Cost of Being Othered. 4. Belonging: Moving from Them to Us. <p>Employees are encouraged to enroll in these courses.</p> <p>For more information visit: Diversity, Equity and Inclusion Training Department of Enterprise Services (DES) (wa.gov)</p>	WSLC System-automatic registration	2 Hours	On Demand – eLearning & Self-Paced.	

CONTRACTS AND PROCUREMENT TRAINING (Additional training required for employees responsible for Purchasing and/or Contracts)

Contact your supervisor and/or the Contracts Office (253) 433-5581, if you have questions

Name of Course	How Scheduled	Duration	Type of Training	Date Registered/ Completed
All employees who are responsible for contracts and/or procurement (including small purchases utilizing purchasing card) are required to complete mandatory training in these areas. Please work with your supervisor to determine what classes are required for your	Self-Registered WSLC	Dependent on course	On Demand – eLearning & Self-Paced.	

<p>position as there are different tracks based on your assigned responsibilities. The following chart is helpful in determining what classes are required for the work you perform: CM101 Training by Duty.pdf (wa.gov) For additional information on contract/procurement training, you may visit the contracts training website at: Contracts & Procurement Training & Development Department of Enterprise Services (wa.gov)</p>				
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SUPERVISORY / MANAGMENT TRAINING (Additional training required for employees responsible for supervising staff).

Topic	Name of Course	How Scheduled	Duration	Type of Training	Date Registered/ Completed
Supervisor / Management	WA-State Leading Others FREE (Six three-hour instructor-led modules & eLearning) & eLearning) * OR WA- The Art of Leading Teams \$540 (3 hours & eLearning) * for WMS and Executive level staff	Self-Registered WSLC	Six three-hour instructor-led modules & eLearning	Virtual or In-Person (with required e-learning that is part of the course).	
Reasonable Accommodation (Required every two years)	Reasonable Accommodation for Supervisors (Included in Leading Others eLearning modules)	WSLC System-automatic registration	25 min	On Demand – eLearning & Self-Paced.	
Supervisory / Management	MIL Supervisor Training*	Self-Registered WSLC	7 hrs.	Virtual or In-Person	
Supervisor/ Management	WA Performance Management in Just Cause World*	Self-Registered WSLC	8 hours	Virtual or In-Person	
Safety	First Aid (All trades Supervisors; at least one supervisor per job location or worksite) *	Self-Registered WSLC	4 hrs.	Hybrid - On Demand – eLearning & Self-Paced / AND In-Person	
DEI	WA-State Government to Government* (All Employees who work with the Tribal Gov’t in any capacity)	Self-Registered WSLC	1 day	Virtual or In-Person	

Employee Signature	Date	Supervisor Signature	Date

Copy to Supervisor File when completed (HR runs reports to ensure training requirements are being met).