

Training Matrix

	Training Name	Offered by	Time
Mandatory Classes for All Employees	New Employee Basics Training	Target Solutions	2 hour
	Disaster Service Worker Training	Target Solutions	2 hour
	Defensive Driver Class	Target Solutions or Classroom	2.5 hour or 4 hour; Must be repeated every 4 years
	Ergonomics	Target Solutions	30 minutes to 2 hour
	Hazard Communication	Target Solutions	30 minutes
	Illness Injury Prevention Plan	Target Solutions	30 minutes
	Violence in the Workplace	Target Solutions	30 minutes
Department's Discretion	Heat Injury Illness	Target Solutions	30 minutes
	CPR/First Aid/AED	Risk Management Class	3 hour; Valid for 2 years
	Blood Borne Pathogens	Target Solutions	1.5 hour
	First Aid Only	Target Solutions	1.5 hour
Open to All Employees	New Employee Orientation	Learning Institute	3.5 hour
	Preventing Sexual Harassment	Learning Institute	2 hour
	Effective Communication	Learning Institute	4 hour
	Ethics	Learning Institute	3 hour
	Decision Making 101	Learning Institute	3 hour
	Crucial Conversations	Learning Institute	16 hour; Class costs \$275 per attendee
Line Staff	*NIMS IS700	OES Class or Online	3 hour
	*NIMS ICS100	OES Class or Online	3 hour
	Confidential Assistant HR Training	Learning Institute	36 hour; Offered Annually
Supervisors - Line Staff and the following	*NIMS ICS200	OES Online	3 hour
	Mandatory Sexual Harassment	Online or Classroom	2 hour; Must be repeated every 2 years
	Conducting a Recruitment	Learning Institute	2 hour
	Employee Selection	Learning Institute	2 hour
	Role of the Supervisor	Learning Institute	3 hour
	Managing Employee Performance	Learning Institute	8 hour
	HR Policies & Legal Obligations	Learning Institute	2.5 hour
	Compliance & Payroll Regulations	Learning Institute	2 hour
	Budgeting/Financial Overview	Learning Institute	2.5 hour
	Injury & Safety Management	Learning Institute	2 hour
	Union Relations	Learning Institute	2.5 hour
	Progressive Discipline	Learning Institute	3 hour
	Disability Management	Learning Institute	3.5 hour
Employee Development	Learning Institute	4 hour	
Managers I, II, III - Supervisors and the following	HR Manager Training	Learning Institute	48 hour; Offered Annually
	*NIMS ICS300	OES Classroom	20 hour
	*NIMS ICS800	OES Online	3 hour
	Problem Solving and Decision Making	Learning Institute	9 hour + 18 hour of reading
Executive Leadership	*NIMS ICS400	OES Classroom	16 hour
Elected Officials	*NIMS ICS402	OES Classroom	2 hour
	AB1234 Mandatory Ethics	Classroom	Varies
	Lynda.com	Open to all via Online	Varies by Department

***ALL NIMS COURSES MUST BE COMPLETED WITHIN ONE YEAR OF EMPLOYMENT**