

Mandatory Training by Quarter for **All Employees** (FY2024)

<u>Quarter 1</u> <ul style="list-style-type: none"> ▪ Ethics 	<u>Quarter 2</u> <ul style="list-style-type: none"> ▪ Emergency & Disaster Preparedness ▪ Diversity & Inclusion
<u>Quarter 3</u> <ul style="list-style-type: none"> ▪ Records Management ▪ Privacy Awareness 	<u>Quarter 4</u> <ul style="list-style-type: none"> ▪ Human Trafficking Awareness ▪ CUI

* Employees are also required to attend 1 General Skills Training Workshop and can choose amongst 4 different topics

Mandatory Training by Quarter for **Supervisors** (FY2024)

<u>Quarter 1</u> <ul style="list-style-type: none"> ▪ Ongoing Supervisory Training 	<u>Quarter 2</u> <ul style="list-style-type: none"> ▪ Responding to violations of whistleblower protections ▪ Ongoing Supervisory Training
<u>Quarter 3</u> <ul style="list-style-type: none"> ▪ <u>New</u> Supervisors Training ▪ Employing Individuals with Disabilities ▪ Ongoing Supervisory Training 	<u>Quarter 4</u> <ul style="list-style-type: none"> ▪ Veteran Employment ▪ Ongoing Supervisory Training