



Checklist of Required Training

Notes:

1. Most links require connection to the Santa Clara County intranet.
2. Training may be offered as Instructor-Led Training (ILT) and/or Web-Based Training (WBT). Click the link to view the description in sccLearn and register for the training.

ALL EMPLOYEES

REQUIRED

- Read & sign the County's [Information Technology User Responsibility Statement](#)
 - o Familiarize yourself with the [Information Security Awareness](#) document
- Obtain [County Driver's Authorization](#) (to drive on County time and for reimbursement)
 - o Complete [Driver Training](#) (WBT) and required paperwork
- Learn more about your role as a [Disaster Service Worker](#)
 - o Take the [Disaster Service Worker Training](#) (ILT)
- Take [Sexual Harassment, Discrimination & Bullying Prevention Training for Non-Supervisory Staff](#) (ILT or WBT)
- Complete and sign [Outside Employment/Incompatible Activity](#) form
- Review [Safety Orientation Checklist](#) with your Supervisor

RECOMMENDED

- Search for yourself in [Connect](#) and verify that your information is correct
- Obtain an [Clipper Card \(Eco Pass\)](#) for public transit on the VTA bus and light rail system
- Review your union contract [MOU](#) to familiarize yourself on your union's policies
- Review your [Employee Benefits on the ESA Website](#)
- Visit the [Employee Wellness](#) website for fitness classes, challenges, events and more!
- Visit the [Learning & Employee Development \(LED\)](#) website for classes, programs and professional development resources
- Take the [Performance Appraisal Process at the County](#) (WBT) training
- Familiarize yourself with the latest [Countywide policies](#) and updates
- Visit [ExecConnect](#) to learn about the County's vision and Countywide efforts

ADDITIONAL FOR MANAGERS, SUPERVISORS & LEADS

REQUIRED

- Take [Sexual Harassment Prevention /Anti-Bullying Training](#) which is **legally required** within 6 months of hire and then every 2 years based on your position

RECOMMENDED

- Take [FMLA training for Managers and Supervisors](#)
- Take [Progressive Discipline for Managers and Supervisors](#)
- Take [Reasonable Accommodation for Managers, Supervisors & Leads](#)