Required Annual Training through

Commonwealth of Virginia Learning Center

Trainings for all employees:

**DHRM-WC Safety Tips for Telework**

**Alcohol & Other Drugs** (30 min)

**Civility in the Workplace** (45-50 min)

Supervisors:

**MVP- HR Policy & Law – Civility in the Workplace**

**MVP-HR Policy & Law – Alcohol & Other Drugs** (30 min)

**Grievance Procedure: Grievance or MVP: Understanding and Using the Grievance Procedure – Workplace** (1 hr)

**Performance MVP – Enhancing Employee Performance** (Intro to Supervision) 2 hours, 50 minutes

**Performance MVP – HR Policy & Law – Performance Management** (DHRM Policy) 2 hours, 30 minutes

**MVP HR Policy & Law – Managing Teleworkers** (30 min)

*Please don’t feel the need to limit yourself to these courses. If there are other courses available that you would find useful to your professional development, please take advantage.*