

Mandatory/Highly Recommended Programs Offered by Training Services Division

<u>Mandatory Training Programs for <i>All Pinned & Contract Employees</i></u> <u>Classroom*</u>	<u>Frequency</u>
New Employee Orientation Program - Highly recommended by the Office of Human Resources– Guideline on New Employee Orientation for new employees of MDH.	Once
<u>Mandatory Training Programs for <i>All Pinned & Contract Employees</i></u> <u>On-line Courses*</u>	
Performance Planning & Evaluation Program (PEP) Employee Briefing – Mandated by State Legislation, State Personnel and Pensions, § 7-501.	Once
Bullying in the Workplace State of Maryland Policy - Mandated by Department of Budget and Management	Every 2 years
Customer Service – Mandated by the Governor of Maryland	Once
Domestic Violence - Mandated by State Personnel Policy, issued 10/01/1999 and Executive Order 01.01.1998.25.	Once
Drug Testing Policy - Mandated by COMAR 06.01.09.	Once
New Employee Corporate Compliance - Mandated by MDH Policies 02.09.11 [HIPAA] and 01.03.01 [Corporate Compliance].	Once
Annual Corporate Compliance, Ethics and HIPAA - Mandated by the Office of the Inspector General.	Annual
<u>Mandatory Training Programs for <i>Managers & Supervisors</i> of pinned & contract employees</u> <u>On-line Courses*</u>	
Supervisor Training – <u>Highly recommended</u> by the Office of Human Resources – for supervisors and managers new to MDH or newly promoted to management and for all supervisors and managers as an update and refresher for new policy, procedures, and “best management practice” information.	Once
Bullying in the Workplace for Managers State of Maryland Policy - Mandated by Department of Budget and Management	
Americans With Disabilities Act (ADA) Supervisor’s Workshop – Mandated by the Office of the Secretary.	Once
<u>Mandatory Training Programs for <i>Managers & Supervisors</i> of pinned & contract employees</u> <u>Blended On-line & Classroom*</u>	
Performance Planning & Evaluation Program (PEP) for Supervisor – Process & Forms (on-line) Mandated by State Legislation, State Personnel and Pensions, § 7-501.	Once
<u>Specialized Mandatory Training Programs</u>	
Driver Improvement Program - Mandated by the MDH Fleet Management Section, General Services Administration.	Every 5 Years
Corporate Purchasing Card Certification Course - Mandated by the Office of the Comptroller of Maryland.	Once

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Limited English Proficiency – Mandated by MDH Policy 02.06.07. Mandatory Training Program for Employees in Contact with the Public.	Once
Interview Panel Briefing - Sponsored by the Office of Equal Employment Opportunity.	Every 2 Years
Nurse Dispensing – By MDH. Required of Nurses who need to dispense medications.	Annually

* **Contracted Academic and Federal employees who are detailed to MDH; this includes: MIPAR, CDC, UMD, UB, UMB**

Updated October 2018