

Leader Curriculum Track

The following contains the mandatory trainings for any employee hired or promoted to a *Division Head, Department Head, or ACA* level.

Customer Service, Ethics, and Workplace Diversity should be completed within the **first week of hire**. The rest of the trainings should be completed within 18 months of DOH.

1. Customer Service Standards (<i>completed at the dept/div level</i>)	Supervisor completes with new employee within first week of hire. Refresher training every 3 years
2. Ethics in the Public Sector (Ethics online training on Inside Pasco)	Complete within first week of hire. Refresher training every 5 years
3. Workplace Diversity (Workplace Diversity online training on Inside Pasco)	Complete within first week of hire. Refresher training every 2 years
4. Defensive Driving Course (Defensive Driving online training on Inside Pasco)	Refresher training every 3 years
5. IS-100 (Intro. To Incident Command System) (IS-100 online training on Inside Pasco)	Must create a FEMA SID before taking any of the IS courses (see IS-100 Online Training link for instructions). Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
6. IS-700 (National Incident Management System) (IS-700 online training)	Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
7. IS-200.B (ICS For Single Resource) (IS-200.B online training)	Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
8. IS-800.B (National Response Framework) (IS-800 online training)	Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
9. IT Security Awareness (IT Security online training on Inside Pasco)	Refresher training every 1 year
10. Effective Communications	
11. Encouraging & Motivating Staff	
12. Hire the Best	
13. Leadership/Management Spectrum	
14. Leadership: Together We Soar	
15. Performance Evaluation Process (Performance Eval online training on Inside Pasco)	
16. Performance Measurements	
17. Process Mapping	
18. Sterling 101	
19. Review the " Hire to Retire " training packet	