

2018 Required Trainings

Manager

Course	Timeline/Due Date	**Length of Course in Minutes	Notes
1st Quarter Safety - Bloodborne Pathogens	Jan - March	40	
2nd Quarter Safety Training - First Aid	Apr- June	50	
Summer Reading	May	45	
XChange Workshop 1	July	180	2018 only
3rd Quarter Safety Training - Hazardous Communications	July- Sept	40	
Code Adam Training	August	15	Now Part of NEO
XChange Workshop 2	August	180	2018 only
XChange Workshop 3	September	180	2018 only
4th Quarter Safety Training - Fire Safety	Oct- Dec	180	
Staff Day	October	270	2 key notes 2 breakout session Not all attended
XChange Workshop 4	October	180	2018 only
XChange Workshop 5	November	180	2018 only
Discrimination and Harassment In the Workplace (Supervisor)	October	60	
Diversity and Inclusion	November	25	
XChange Workshop 6	December	180	2018 only
Ethical Issues in the Workplace	December	30	
		1835	Mintues
		30.58	Approx 30.5 hours of Training

****Times are approximate depending on reading, comprehension and assessment abilities**

2018 Required Trainings

Staff

Course	Timeline/Due Date	**Length of Course in Minutes	Notes
1st Quarter Safety - Bloodborne Pathogens	Jan - March	40	
2nd Quarter Safety Training - First Aid	Apr- June	50	
Summer Reading	May	45	
3rd Quarter Safety Training - Hazardous Communications	July- Sept	40	
Code Adam Training	August	15	Now part of NEO
4th Quarter Safety Training - Fire Safety	Oct- Dec	180	
Staff Day	October	270	2 key notes 2 breakout session
Discrimination and Harassment In the Workplace (Non -Supervisor)	October	30	
Diversity and Inclusion	November	25	
Ethical Issues in the Workplace	December	30	
		725	Mintues
		12.08	Approx12 hours of Training

****Times are approximate depending on reading, comprehension and assessment abilities**

