

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

JANUARY	TIME	STAFF	DUE
<b>Cybersecurity Training ~ Cyber Security: Malware</b>  In this course, we define malware and note its various types, discuss how and why cybercriminals install malware on your devices, and talk about some of the warning signs of malware. We also discuss steps you can take to protect yourself and your devices from a malicious attack. This knowledge will better safeguard your personal information and your company's private information. This course is part of our Cybersecurity series, designed to help you recognize and protect yourself from online security threats. The course contains a short and engaging video, as well as downloadable student materials and a quick quiz to test your knowledge.	7(m)	All Staff	03/31/2025
<b>Level II Cybersecurity Training ~ Avoiding AI Phishing Attacks</b>  In today's digital age, cyber threats lurk in the shadows of every email and behind the façade of familiar-looking websites. The most insidious of these threats? Phishing. In this course you will identify the key characteristics of phishing attacks, apply preventive measures against phishing attempts, plus much more!	7(m)	Level II Employees Only (as outlined by IT department)	03/31/2025
<b>1<sup>st</sup> QTR Safety Training – Workplace Safety Essentials Part 1 (REQ)</b>  Workplace safety is more than a mindset—it's about adopting responsible actions to prevent risks. This three-part training covers essential strategies to maintain focus and combat fatigue, the dangers of rushing through tasks, and how to foster a culture of safety in your workplace. Through practical tips and insights, you'll learn to prioritize safety, improve your well-being, and create a more productive and secure environment for everyone  <b>NO REQUIRED System-wide compliance training.</b>	15(m)	All Staff	03/31/2025

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

FEBRUARY	TIME	STAFF	DUE
<b>Ethics and Code of Conduct (REQ)</b>  Ethics is about doing the “right” thing. In a business setting, ethics also involves ensuring that company values are shared and upheld by all members of the organization. This course introduces the concept of business ethics and highlights the company code of conduct. Learners will apply the code to a series of ethical issues common in the workplace. This course also discusses responsibilities, procedures, and whistleblower protections associated with reporting ethics or legal violations	50(m)	All Staff	02/28/2025

MARCH	TIME	STAFF	DUE
<b>XChange – Supervisors (REQ)</b>  <ul style="list-style-type: none"> <li>Almonte Library</li> </ul> <i>Date and location are subject to change based on the needs of the library.</i>	2 - 4(h)	Supervisors	03/27/2025
<b>Importance of Self-Care and Staying Well at Work</b>  Staff wellness can be promoted by enhancing employees’ professional and personal development, implementing health care initiatives, and supporting employees suffering from mental health issues. Please complete this short course along with reviewing MLS’s Employee Assistance Program (EAP) and Wellness Works documentation.	10(m)	All Staff	03/31/2025

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

APRIL	TIME	STAFF	DUE
<b>Employee Discipline (REQ)</b>  Employee discipline is an uncomfortable responsibility for most managers and supervisors. This course helps by clarifying misconduct versus job performance and when formal or informal discipline is called for. It covers how to investigate misconduct and determine appropriate disciplinary action. You will discover the right way to structure a disciplinary meeting and how to establish job performance expectations. The course also covers the importance of documenting employee misconduct and the disciplinary actions taken.	45(m)	Supervisors	04/30/2025
<b>Cybersecurity Training ~ Cybersecurity for Employees: Mobile Devices</b>  Data protection is a critical concern for businesses, especially when employees use mobile devices to conduct company business. Mobile devices, including smartphones and tablets, are commonly used to access and store confidential business data and communications. The risk of data loss or breach arises primarily from the potential loss or theft of these devices. To ensure a secure work environment, employees need to be well-versed in mobile security measures and best practices for safeguarding company information on their devices.	6(m)	All Staff	06/30/2025
<b>Level II Cybersecurity Training ~ Spot the Phish Game: Spear Phishing</b>  The constant barrage of phishing messages means spotting these attacks has become a crucial skill. After all, 91% of all cyber-attacks start with a phishing email. This game teaches you what Spear Phishing is, how to identify them and how to avoid them. No prior gaming experience required!	5(m)	Level II Employees Only (as outlined by IT department)	06/30/2025
<b>2<sup>nd</sup> QTR Safety Training – Bloodborne Pathogens (REQ)</b>  This lesson will teach you to minimize your risk of exposure to bloodborne pathogens in the workplace as well as how to respond to a potential exposure.	20(m)	All Staff	06/30/2025

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

<b>Summer Reading (REQ)</b>  <p>The purpose of Summer Reading training is to provide the necessary tools and information to staff to help guests, and ultimately, reach our summer reading goals. Summer Reading training is required for all staff.</p> <p>Each year Staff hired May 1<sup>st</sup> forward will receive an additional Summer Reading training to help prepare for our largest program of the year!</p>	20(m)	All Staff	04/30/2025
--	-------	-----------	------------

MAY	TIME	STAFF	DUE
<b>Employment Law Essentials for Managers (REQ)</b>  <p>This training covers the basics of several laws that are related to your management responsibilities and includes sections on: Interviewing and Hiring, Wage and Hour Laws, Preventing Retaliation, FMLA Basics, The Families First Coronavirus Response Act (the FFCRA), Handling Harassment Complaints, and Reasonable Accommodations. This course will help you recognize situations where these laws apply, respond appropriately in those situations, and seek additional guidance as needed.</p>	30(m)	Supervisors	05/31/2025
<b>Code Adam Training (REQ)</b>  <p>The Metropolitan Library System serves guests of all ages at our locations. This course was designed to provide MLS Staff with knowledge and resources to respond quickly and effectively in situations involving a missing or lost child.</p>	30(m)	All Staff	5/31/2025

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change

JUNE	TIME	STAFF	DUE
<b>XChange – Supervisors (REQ)</b> <ul style="list-style-type: none"> <li>Northwest Library</li> </ul> <i>Date and location are subject to change based on the needs of the library.</i>	2 – 4(h)	Supervisors	06/17/2025
<b>Family and Medical Leave Act (FMLA) for Employees</b> <p>In this course we will discuss the purpose of the FMLA and the provisions it sets to protect employees who take a medical or family leave. We will review how leave works, who is qualified to receive the benefit, and what they are entitled to. This course will provide you with a solid understanding of your rights.</p>	6(m)	Non-Supervisors	06/30/2025
<b>Family and Medical Leave Act (FMLA) for Managers</b> <p>This course teaches managers to recognize FMLA situations and gives them an understanding of their role in helping their organization comply with the law. This course also covers the Families First Coronavirus Response Act (FFCRA).</p>	15(m)	Supervisors	06/30/2025

JULY	TIME	STAFF	DUE
<b>Cybersecurity Training – Cybersecurity: Passwords</b> <p>This course offers advice on creating passwords that are unique, creative, and difficult to guess – because nobody wants their accounts hacked and their personal information used without their consent. In this short video, we discuss the consequences of a weak password and provide useful tips on how to create a password that is more complex. The second course in a wider series on cybersecurity, this brief and engaging video contains steps you can implement today for better online security.</p>	8(m)	All Staff	09/30/2025
<b>Level II Cybersecurity Training ~ Best Practices: Avoiding Business Email Compromise Scams</b> <p>This course emphasizes the threat that this scam poses, how it works, how to recognize it, and the best practices that an average employee can follow to avoid it.</p>	10(m)	Level II Employees Only (as outlined by IT department)	9/30/2025

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

<b>3<sup>rd</sup> QTR Safety Training – Workplace Safety Essentials Part 2 (REQ)</b> <p>Safety doesn't stop at awareness—it extends to preparedness and action. In this advanced three-part training, you'll learn practical strategies for maintaining a clean and organized worksite, responding effectively to workplace emergencies and injuries, and handling hazardous material spills with confidence. Through engaging scenarios and actionable steps, this course equips you to handle unexpected situations while maintaining a safe and productive environment.</p> <p><b>NO REQUIRED System-wide compliance training.</b></p>	20(m)	All Staff	<b>09/30/2025</b>
---	-------	-----------	-------------------

AUGUST		TIME	STAFF	DUE
	<b>Wage and Hour Rights and Responsibilities (REQ)</b>  Attorney Courtney Bru discusses the rights and responsibilities an employee has when it comes to tracking time and getting paid, making sure that employees are compensated for all the work they perform and that their paycheck accurately reflects the hours worked.	20(m)	Non-Supervisors	8/31/2025
	<b>Wage and Hour Fundamentals for Managers (REQ)</b>  This course teaches employees their specific responsibilities for complying with the federal Fair Labor Standards Act. Lawsuits alleging violations of the Fair Labor Standards Act are one of the fastest growing types of employee lawsuits. The judgments and settlements in these lawsuits have been massive, with several totaling over \$10 million. At the same time, state and local laws have expanded employee rights to overtime and have implemented mandatory rest and meal periods and predictive work scheduling requirements. This course teaches employees their specific responsibilities for complying with the federal Fair Labor Standards Act.	25(m)	Supervisors	8/31/2025

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

SEPTEMBER	TIME	STAFF	DUE
<b>Americans with Disabilities Act: Non-Supervisor (REQ)</b>  Attorney Courtney Bru discusses the Americans with Disabilities Act, the rights it gives "qualified" employees, the responsibilities of employees to comply with specific requirements in order to protect those rights, and the interactive process for accommodation.	20(m)	Non-Supervisors	09/30/2025
<b>Americans with Disabilities Act: Supervisor (REQ)</b>  Attorney Courtney Bru discusses the Americans with Disabilities Act, the rights it gives "qualified" employees, the responsibilities of employees to comply with specific requirements in order to protect those rights, the interactive process for accommodation, and the critical role supervisors play in satisfying the employer's obligations under the Act.	25(m)	Supervisors	09/30/2025
<b>XChange – Supervisors (REQ)</b>  <ul style="list-style-type: none"> <li>Bethany Library</li> </ul> <i>Date and location are subject to change based on the needs of the library.</i>	2 - 4(h)	Supervisors	09/09/2025

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

OCTOBER		TIME	STAFF	DUE
	<b>Staff Development Day</b> <i>(Optional for Part-Time Staff)</i>	8(h)	Full-Time Staff	10/13/2025
	<b>Discrimination and Harassment in the Workplace (REQ)</b>  <p>The Discrimination and Harassment Policy ensures that the Metropolitan Library System creates and maintains a work environment of mutual respect and dignity for all employees, applicants, and volunteers, where unlawful discrimination and/or harassment is strictly prohibited and will not be tolerated.</p> <p>Discrimination and Harassment in the Workplace is required annually for all non-supervisors.</p>	40(m)	Non-Supervisors	10/31/2025
	<b>Discrimination and Harassment in the Workplace (REQ)</b>  <p>The Discrimination and Harassment Policy ensures that the Metropolitan Library System creates and maintains a work environment of mutual respect and dignity for all employees, applicants, and volunteers, where unlawful discrimination and/or harassment is strictly prohibited and will not be tolerated.</p> <p>Discrimination and Harassment in the Workplace is required annually for supervisors and managers.</p>	55(m)	Supervisors	10/31/2025
	<b>Cybersecurity Training – Privacy and Online Behavior: How to Protect Yourself</b>  <p>Our data has never been a more valuable commodity. Advertisers and others track us as we use the internet, but it's difficult to know who has our information and what it's being used for. Adopting a few simple habits can help you protect your privacy and prevent you from falling victim to social engineering scams such as phishing.</p>	10(m)	All Staff	12/31/2025
	<b>Level II Cybersecurity Training – Social Engineering</b>  <p>In this course, we discuss the ways in which criminals use social engineering, provide real life examples through case studies, and teach you how you can take steps to protect yourself from this type of threat.</p>	7(m)	Level II Employees Only (as outlined by IT department)	12/31/2025



# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

	<b>4<sup>th</sup> QTR Safety Training – Hazardous Communication (REQ)</b>  Companies whose business activities involve the use of chemicals must have a written OSHA Hazard Communication Program to help employees identify and evaluate chemical hazards. In this course, you'll learn about the need for container labeling and various other required warnings. We'll also discuss Safety Data Sheets (SDS) and the worksite-specific training required to keep employees safe. You'll learn about the possible effects of exposure to hazardous chemicals and the safety precautions that should be exercised to prevent such exposure. This OSHA-compliant course recognizes a recent Globally Harmonized System of Classification and Labelling of Chemicals (GHS) update. Successful completion will help employees recognize and understand the requirements of their own company's hazard communication program, and how to use SDS and chemical labels to identify and evaluate chemical hazards.	20(m)	All Staff	12/31/2025
--	--	-------	-----------	------------

## NOVEMBER

**Performance Development Delivery**  
  
**No required monthly training.**

# Required Staff Training 2025

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

DECEMBER	TIME	STAFF	DUE
<b>XChange – Supervisors (REQ)</b> <ul style="list-style-type: none"><li>Capitol Hill Library</li></ul> <i>Date and location are subject to change based on the needs of the library.</i>	2-4(h)	Supervisors	12/02/2025
<b>Diversity and Inclusion in the Workplace (REQ)</b> <p>Diversity and Inclusion in the Workplace introduces the concept of diversity and inclusion in the workplace. The content focuses on understanding diversity and inclusion and its impact, improving your cultural competency, and what you can do to help foster inclusion in the workplace.</p>	30(m)	All Staff	12/31/2025
<b>Winter Reading (REQ)</b> <p>This training will help you identify the Winter Reading Challenge goals, highlight the mechanics of the program including who can participate, important dates, prize information, and more importantly help you discover ways you can support the Winter Reading Program in your library or department.</p>	15(m)	All Staff	12/31/2025