

# DHS New Manager Core Curriculum Checklist

Required Courses	Course #	Date	NA	Highly Recommended Courses	Course #	Date	NA
DHS New Manager Orientation	OR3310			Building Effective Teams	OR3236		
Essentials of HR Management	OR2235			Coaching Excellence	OR3153		
VCON: Creating a Legal Work Environment	OR3346			Online: Workers' Compensation	C00555		
Managing Resources: Budgets, Contracts, Risks	OR3223			Netlink: SPOTS Training	OR3072		
Ethics	OR3232			Online: Family Medical Leave Act (FMLA)	C00236		
Delivering Communications That Get Results				Online: Writing Effective Position Descriptions	C00237		
Basic Lean Tools	C01546			NetLink: NEO Responsibilities & Resources for Managers	OR3764		
Cultivating a Diverse Workforce	OR3224			Facilitating Effective Meetings	OR2338		
NetLink: Payroll Reporting For Managers	OR3027			Dealing with Hostile Situations	OR649		
Domestic Violence, Sexual Harassment and Stalking – Part 1 – Awareness Training	C01478			Conflict Prevention & Resolution	OR3595		
Online: DHS/DAS Domestic Violence Policy - Manager's Training – Part 2	C01011			Program/Cluster specific training as needed e.g. Mainframe Screens Basic (CAF & SPD)			
<b>If manager is new DHS employee</b>							
Online: Privacy, Security, DHS and YOU - Part 1 and Part 2	C00238 C00287						
Cultural Competency & Diversity at DHS: Valuing, Embracing and Implementing	C00333						
Netlink: Payroll for New Employees	OR3026						
Online: Transformation Awareness	C01465						
Online: DHS Core Values	C00756						

**Instructions:** To sign up: Login to DHS Learning Center at <https://dhslearn.hr.state.or.us> and navigate to Courses & Registration / Find A Course & Register. You may use keyword *mgmt* to locate the required courses in the Learning Center.

When you have completed a course, enter the date (s) you attended on this form. Mark NA if Not Applicable or if you have previously attended the course.