

REQUIRED CITYWIDE TRAININGS (Updated January 2021)

The eLearning modules listed below are free and available in SF Learning for all City employees. Access any of these trainings by logging into your Employee Gateway account and opening SF Learning under the "Work Links" tab. Click the magnifying glass icon at the top right corner of the SF Learning webpage to search for courses. Contact wd.dhr@sfgov.org if you have questions about online training requirements or need direct training links for non-City employees (eg. Commissioners, consultants).

| Course Title | Audience | Frequency | Location |
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| 24-Plus Supervisory Training (Blended learning) or equivalent Supervisory Academy offered by employee's department | All New Supervisors and Managers | One time, within 6 months after new hire | DHR Workshop; SF Learning and external vendor platform |
| COVID-19 Basic Health and Safety Training (eLearning) | All City employees | Beginning January 2021 and as needed | SF Learning |
| Cybersecurity Training (eLearning) | All City employees, commissioners, and contractors with City network, email, and computer access | Annually beginning July 2020 | SF Learning |
| Disaster Service Worker (eLearning) | All Employees | Onboarding, then every 2 years | DHR Website: https://sfdhr.org/disaster-service-workers |
| Ethics Training and Sunshine Ordinance Training | City officials, department heads, and employees who are required to file annual Statement of Economic Interests (Form 700) | Within 30 days of assuming office and annually by April 1 | Ethics Commission website: https://sfethics.org/compliance/city-officers/ethics-and-sunshine-training |
| Ethics and Sunshine Training (eLearning) | Deputy Directors; Employees who have responsibilities for contracting and/or purchasing | Within 6 months of assuming position, and every 2 years subsequently | SF Learning |
| Fairness in Hiring Interviews for Panel Members (eLearning) | Managers and employees participating on interview panels or involved in hiring decisions; External interview panelists | Annually, beginning 2019 | SF Learning; Direct link available for external interviewers |
| Harassment Prevention Training (2-hour eLearning for supervisors, managers, and leads) | All Supervisors, Managers, Acting Supervisors, and employees with regular lead assignments | Within 6 months of assuming position; then every 2 years subsequently | Available in SF Learning in Spring 2021 |
| Harassment Prevention Training (2-hour eLearning for Commissioners) | All Commissioners | Within 6 months of assuming position; then every 2 years subsequently | Available in SF Learning in Spring 2021 |
| Harassment Prevention Training (1 hour eLearning for employees) | All employees | Every 2 years, beginning 2019 | Available in SF Learning in Spring 2021 |
| HR Essentials (consisting of 16 eLearning modules) | All HR Analysts and other Human Resources professionals | Onboarding and as needed | SF Learning |
| Introduction to Implicit Bias Online Module (eLearning) | Commissioners | Within 60 days of assuming office; and every 5 years beginning 2019 | SF Learning; direct link available |
| Introduction to Implicit Bias Online Module (eLearning) | All Supervisors and Managers | Every two years, beginning 2019 | SF Learning |
| Managing Implicit Bias In-Person Workshop | All Department Heads | Within 60 days of assuming office; and every 5 years beginning 2019 | DHR Workshop |

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| New Employee Orientation (eLearning) | All Employees | New Hire Onboarding | DHR Website: https://sfdhr.org/san-francisco-new-employee-orientation-video |
| Office Ergonomic Awareness (eLearning) | All Employees working in office settings | New Hire Onboarding | SF Learning |
| Telecommuting for Employees ("Is Telecommuting An Option for Me?")- updated eLearning module for COVID-19 context | All employees who wish to telecommute | One time, as needed | SF Learning |
| Telecommuting for Supervisors ("Managing a Telecommuting Employee")- updated eLearning module for COVID-19 context | All supervisors of employees who telecommute | One time, as needed | SF Learning |
| Whistleblower Protection Awareness Training (eLearning) | All Employees | New Hire Onboarding | SF Learning |
| Whistleblower Protections - Supervisor Duties (eLearning) | All Supervisors and Managers | Annually by April every year | SF Learning |