

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
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

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