



Employee Online Training Requirements for 2023

(Updated January 2023)

The following is a list of 2023 online training requirements for all City employees. Employees will be automatically enrolled into most of these courses in SF Learning, and should complete the trainings **by December 31st**, or earlier if specified below. Please note that the *Supervisor Duties- Whistleblower Protections* training has an earlier deadline of April 30th.

These trainings are available at no cost to employees. Approximate training times are included in the list of courses. As City training requirements evolve over the course of the year, DHR will periodically update this document. To access the trainings, employees should log into their Employee Portal and launch courses from their My Learning list.

Employees who did not complete required trainings in 2022 will find those courses listed in their My Learning list, and must complete their 2022 trainings as soon as possible, in addition to the 2023 courses listed below.

2023 Training Requirements for All City Employees:

- **2023 Whistleblower Program Training** (5 minutes)- required every calendar year for all City employees; employees will be auto-enrolled in January 2023.
- **Cybersecurity Training** (up to 60 minutes)- required every fiscal year for all City employees; employees were auto-enrolled in July 2022 and have until June 30, 2023 to complete this training; includes additional Cybersecurity modules required for supervisory designations and IT classifications.
- **Equitable, Fair, and Respectful Workplace** (35 minutes)- this new training will be ready to release by early Spring, and all employees will be automatically enrolled in this course.

2023 Training Requirements for Supervisors, Managers, and Leads*:

**this includes all classifications with supervisory designations, including employees who have direct reports and employees whose job descriptions indicate they have the potential to supervise others*

- **Bystander Training – Supervisors 2023** (11 minutes)- required this calendar year for all supervisory classifications; employees will be auto-enrolled in January, 2023.

- **Supervisor Duties - Whistleblower Protections 2023** (6 minutes)- required every year for all supervisory classifications. Employees will be auto-enrolled in January 2023 and must complete this course by April 30th annually.
- **Introduction to Implicit Bias Online Module 2023** (26 minutes) – required every other calendar year for all supervisory classifications. Employees will be auto-enrolled in January 2023.

2023 Training Requirements for Non-Supervisory Classifications:

- **Harassment Prevention Training for Employees** (Training series consisting of 2 modules totaling 1 hour of training) – required every other calendar year for all non-Supervisory City employees. Employees will be auto-enrolled in January 2023.

Other Training Requirements:

- **Core Interactive Ethics and Sunshine Training** (60 minutes)- required every other calendar year for all Deputy Directors and employees who have responsibilities for contracting and/or purchasing; employees must self-enroll in this course in SF Learning
- **Fairness in Hiring** (21 minutes)- required for all hiring personnel and interview panelists annually; employees must self-enroll in this course in SF Learning. For external panelists, request a training link from wd.dhr@sfgov.org

To view a comprehensive list of eLearning modules developed by the DHR Instructional Design Team, or to find instructions on how to access trainings in SF Learning, visit sfdhr.org/workplace-online-training.

Contact dhr.ids@sfgov.org for more information about these online training requirements.