

## **Status (Mandatory/Highly Recommended) of Programs Offered by Training Services Division**

### **Mandatory/ Highly Recommended Training Programs for All Employees**

**Corporate Compliance/Health Insurance Portability & Accountability Act [HIPAA] Awareness Program** - Mandated by DHMH Policies 02.09.11 [HIPAA] and 01.03.01 [Corporate Compliance].

**Domestic Violence and The Workplace Employee Briefing** - Mandated by State Personnel Policy, issued 10/01/1999 and Executive Order 01.01.1998.25.

**Drug Testing Policy - Employee Briefing** - Mandated by COMAR 06.01.09. (part of New Employee Orientation)

**New Employee Orientation Program** - Highly recommended by the Office of Human Resources – Guideline on New Employee Orientation for new employees of DHMH.

**Performance Planning & Evaluation Program (PEP) Employee Briefing** – Mandated by State Legislation, State Personnel and Pensions, § 7-501. (part of New Employee Orientation)

### **Mandatory/Highly Recommended Training Programs for Managers & Supervisors**

**Americans With Disabilities Act (ADA) Supervisor's Workshop** – Mandated by the Office of the Secretary

**Domestic Violence and The Workplace Supervisory Training** - Mandated by State Personnel Policy, issued 10/01/1999.

**Drug Testing Policy – Supervisory Training** - Mandated by COMAR 06.01.09.

**New Manager Orientation Program** – Highly recommended by the Office of Human Resources – Guideline on New Manager Orientation for New Managers of DHMH.

**Performance Planning & Evaluation Program (PEP) Supervisor's Workshop Part I, and Performance Planning & Evaluation Program (PEP) Supervisor's Workshop – Part II** – Mandated by State Legislation, State Personnel and Pensions, § 7-501.

### **Mandatory Training Program for Drivers of State Vehicles**

**Driver Improvement Program** - Mandated by the DHMH Fleet Management Section, General Services Administration.

### **Mandatory Training Program for Employees Issued a Corporate Purchasing (Credit/Visa) Card**

**Corporate Purchasing Card Certification Course** - Mandated by the Office of the Comptroller of Maryland.

### **Mandatory Training Program for Mailroom Personnel, Secretarial and Clerical Staff**

**Identifying & Responding to Workplace Threats** – Mandated by the Office of Deputy Secretary of Operations.

### **Mandatory Training Program for Employees in Contact with the Public**

Equal Access Compliance – Mandated by DHMH Policy 02.06.07