MC MONTGOMERY COLLEGE

To:	The College Community
From:	Ms. Lynda von Bargen, Interim Director of Strategic Talent Management and Organizational Development
Subject:	**FY2021 Required Training Recommendation**
Date:	September 16, 2020

Each year there are collegewide training classes or online modules that are required for all or select employees, depending on their role. Additionally, supervisors may require additional training for employees within their area to meet discipline, department, and/or unit needs and requirements. The FY21 online training modules for employees* are outlined in the table below. A collegewide notification will be issued when trainings become available. Any questions related to these trainings should be directed to the noted sponsor.

Collegewide Online Required Training		
Title	**Available**	**Completion Deadline:**
COVID-19 for All Employees and Supervisors* *Sponsor: Human Resources and Strategic Talent Management* **All Employees:** **Safety Short: Coronavirus and COVID-19** (Spanish and English versions) **Return to Campus Webinar for Employees: COVID-19 Changes to Your Workplace** **All Supervisors:** **Guidance for Supervisors Webinar: COVID-19 Changes to Your Workplace**	Available now Available now	Webinars must be completed <u>before</u> any employee reports to an MC campus or location for any reason and no later than June 30, 2021.

Collegewide Online Required Training		
Title	**Available**	**Completion Deadline:**
Equity and Inclusion *Sponsor: Office of Equity and Inclusion* During the coming year, the Office of Equity and Inclusion, in collaboration with ELITE, will offer a menu of opportunities to support our journey towards justice, equity, and respect. Among the topics we expect to cover will be recognizing implicit bias; understanding and responding to white fragility and privilege; becoming allies; and dismantling individual, institutional, and structural racism.	Available now and new content ongoing	June 30, 2021
Ethics: Conflict of Interest *Sponsor: Office of Compliance, Risk and Ethics* Training provides critical guidance on recognizing and handling conflicts—or potential conflicts—that can threaten organizational integrity. Learners will explore how conflicts in key areas can harm the College.	October 2020	June 30, 2021
Data Security @MC *Sponsor: Office of Information Technology* As required by our cybersecurity insurance provider, this online module provides security awareness training for all employees.	October 2020	June 30, 2021

* *COVID-19 training is required for <u>all</u> employees, no exceptions. All other training is required for full-time faculty, part-time credit faculty, staff, department chairs, and administrators. This includes regular, temporary with benefits (TWB), and casual temporary staff. Trainings are encouraged, but not required, for noncredit (WDCE) instructors.*