

Unfortunately, at this time, there is no single policy or document that incorporates all the mandatory training we're required to complete as ARS employees- you get different answers from different people, because no one person (or organization) knows the full requirements. This is a complicated issue based on the fact that these requirements come from various organizations and are communicated in many different ways- no standard process exists. You are correct that it's typically a different organization (my group, Employee and Leadership Development) that creates the assignments in AgLearn, than the one that shares the requirement. Between system and database issues, and on occasion, simple human error, and miscommunication, sometimes the assignment process isn't a smooth one and modifications have to be made.

What I can share is a record of the "Mandatory Training" we have assigned so far in AgLearn this year:

Mandatory training requirements are listed below for your information. Some of the deadlines either have passed or are approaching soon, and others are not until the end of the year. Please review the list to see which trainings apply and complete before the deadline. You can locate the trainings from your AgLearn To-Do list after logging in: <http://www.aglearn.usda.gov/>.

**Audience: Executives, Managers, and Supervisors- *Maximizing Employee Engagement – Deadline July 31, 2015***

Purpose: Employee engagement is a critical component to achieving USDA's mission, and encompasses such things as clarity around expectations of the job, commitment to the Department or agency, opportunities to learn and develop, regular quality feedback, and a culture of recognition for good work. This 30 minute course provides supervisors, managers and executives with practical guidance and resources to effectively engage their teams. This highly participatory course is designed to help provide learners with education about employee engagement and its relationship to organizational success, financial performance and employee outcomes such as retention and attraction. This course benefits all employees.

**Audience: All employees – *ARS-2014-Diversity-EEO-Policy, ARS-2014-Harassment-Policy, ARS-2014-Sexual-Harassment – Deadline April 15, 2015***

Purpose: Employee awareness regarding EEO/Diversity policy, Harassment policy, and Sexual Harassment policy.

**Audience: Mandatory for all Hiring Managers (code 2 supervisor), Recruiters/HR Personnel (all 0201 series), Special Emphasis Program Managers (0260 series), all other employees for awareness – *Management Directive 715 (MD715) training – Deadline June 30, 2015***

Purpose: This training will:

- Provide the definition and importance of the MD-715
- Define what a barrier is that may be eliminating workforce diversity
- Provide suggestions to hiring officials how to utilize the MD-715 in the recruitment process and to eliminate barriers preventing a diverse workforce.

**Audience: All employees – *Reasonable Accommodation Information Sheet* – Deadline October 1, 2015**

Purpose: To understand what a Reasonable Accommodation is and who is qualified.

**Audience: All employees – *Age Discrimination Fact Sheet* – Deadline December 31, 2015**

Purpose: To understand and prevent age discrimination.