# Checklist of Required Training

**Notes:**

1. Most links require connection to the Santa Clara County intranet.
2. Training may be offered as Instructor-Led Training (ILT) and/or Web-Based Training (WBT). Click the link to view the description in sccLearn and register for the training.

## ALL EMPLOYEES
### REQUIRED
-☐ Read & sign the County’s [Information Technology User Responsibility Statement](https://www.sccgov.org/sites/led/NEOG)
  -☐ Familiarize yourself with the [Information Security Awareness](https://www.sccgov.org/sites/led/NEOG) document
-☐ Obtain [County Driver’s Authorization](https://www.sccgov.org/sites/led/NEOG) (to drive on County time and for reimbursement)
  -☐ Complete [Driver Training](https://www.sccgov.org/sites/led/NEOG) (WBT) and required paperwork
-☐ Learn more about your role as a [Disaster Service Worker](https://www.sccgov.org/sites/led/NEOG)
  -☐ Take the [Disaster Service Worker Training](https://www.sccgov.org/sites/led/NEOG) (ILT)
-☐ Take [Sexual Harassment, Discrimination & Bullying Prevention Training for Non-Supervisory Staff](https://www.sccgov.org/sites/led/NEOG) (ILT or WBT)
-☐ Complete and sign [Outside Employment/Incompatible Activity](https://www.sccgov.org/sites/led/NEOG) form
-☐ Review [Safety Orientation Checklist](https://www.sccgov.org/sites/led/NEOG) with your Supervisor

### RECOMMENDED
-☐ Search for yourself in [Connect](https://www.sccgov.org/sites/led/NEOG) and verify that your information is correct
-☐ Obtain an [Clipper Card (Eco Pass)](https://www.sccgov.org/sites/led/NEOG) for public transit on the VTA bus and light rail system
-☐ Review your union contract [MOU](https://www.sccgov.org/sites/led/NEOG) to familiarize yourself on your union’s policies
-☐ Review your [Employee Benefits on the ESA Website](https://www.sccgov.org/sites/led/NEOG)
-☐ Visit the [Employee Wellness](https://www.sccgov.org/sites/led/NEOG) website for fitness classes, challenges, events and more!
-☐ Visit the [Learning & Employee Development (LED)](https://www.sccgov.org/sites/led/NEOG) website for classes, programs and professional development resources
-☐ Take the [Performance Appraisal Process at the County](https://www.sccgov.org/sites/led/NEOG) (WBT) training
-☐ Familiarize yourself with the latest [Countywide policies](https://www.sccgov.org/sites/led/NEOG) and updates
-☐ Visit [ExecConnect](https://www.sccgov.org/sites/led/NEOG) to learn about the County’s vision and Countywide efforts

## ADDITIONAL FOR MANAGERS, SUPERVISORS & LEADS
### REQUIRED
-☐ Take [Sexual Harassment Prevention /Anti-Bullying Training](https://www.sccgov.org/sites/led/NEOG) which is **legally required** within 6 months of hire and then every 2 years based on your position

### RECOMMENDED
-☐ Take [FMLA training for Managers and Supervisors](https://www.sccgov.org/sites/led/NEOG)
-☐ Take [Progressive Discipline for Managers and Supervisors](https://www.sccgov.org/sites/led/NEOG)
-☐ Take [Reasonable Accommodation for Managers, Supervisors & Leads](https://www.sccgov.org/sites/led/NEOG)