

**Office Support Assistant  
Fostering Success  
Independent Living  
Staff Development Plan**

**New Employee Orientation: Classroom Components**

- Administrative Information
- Anti-Harassment Awareness
- Introduction to the Region and Continuous Quality Improvement
- Safety Overview, Active Shooter, and Code Adam
- Technology and Information Management

**New Employee Orientation: Web-Based Components**

- Americans with Disabilities Act
- Elder Abuse: Initial Course
- Equal Employment Opportunity (required by OHRM every 2 years)
- HIPAA: Health Insurance Portability and Accountability Act
- Preventing Disease Transmission (required by DCBS yearly)
- Providing Language Access to Limited English Proficient Persons
- Safety First (required by OHRM every 2 years) (the DCBS course Safety First substitutes for this OHRM requirement)
- Understanding Substance Use Disorders in Kentucky Families

**Required Before Additional Courses Taken in Program Area:**

- Civil Rights Review (web-based, Family Support Only)
- Introduction to Community Based Services
- Telephone Skills Web-Based Training

**Additional Required Course: Classroom Components**

- Job Readiness Activities Training

**Additional Required Course Section: Web-Based Components**

- Accurate Time Reporting <https://personnel.ky.gov/pages/learning-hr.aspx> (after completing the class, send the acknowledgement forms to the Regional Training Coordinator (RTC))
- Domestic Violence: Basic Web-Based Training
- Ethics Awareness Web-Based Training (required yearly)
- Security Awareness Video <https://personnel.ky.gov/pages/learning-hr.aspx> (after completing the class, send the acknowledgement forms to the Regional Training Coordinator (RTC))
- Overview of Executive Branch Ethics (register on KELMS) (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- Understanding Human Trafficking