

Office Support Assistant Staff Development Plan

New Employee Orientation: Classroom Components

- Administrative Information
- Harassment Prevention
- Introduction to the Region and Continuous Quality Improvement
- Professional Development and Training
- Safety Overview, Active Shooter, and Code Adam
- Technology and Information Management

New Employee Orientation: Web-Based Components

- Americans with Disabilities Act
- 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
- Random Moment Sampling
- Safety First (required by OHRM every 2 years)
- 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

Program Specific Required Training Section

- TWIST for Support Staff (P & P only)

Additional Required Course Section: Classroom Components

- Exploring Cultural Diversity and Prejudice
- Workplace Violence Prevention (required by OHRM every 2 years) (the DCBS course Safety First substitutes for this OHRM requirement)

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))
- Harassment Prevention: Refresher Web-Based Training, (required by DCBS yearly)
- Domestic Violence: Basic Web-Based Training
- Domestic Violence: Biennial Continuing Education Web-Based Training (required every 2 years)
- Elder Abuse: Initial Course
- Elder Abuse: Continuing Education Web-Based Training (required every 2 years)
- Employee Performance Evaluation Orientation <https://personnel.ky.gov/pages/learning-perfeval-ee.aspx> (after completing the class, send the acknowledgement forms to the Regional Training Coordinator (RTC))
- 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))
- ODET Executive Branch Ethics (must be registered on KELMS) (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- Understanding Human Trafficking