

CORE WORKFORCE VALUES TRAINING MATRIX

Core Workforce Values Training

Core Workforce Values Training: Specific courses that are required for all employees or certain segments of the workforce as determined by Central Office Human Resources. These courses can be provided through internal or external training and/or on-line, computer-based training.

Core Workforce Values for Employees

These trainings must be completed within 90 calendar days of hire.

Topic	Location
Equal Employment Opportunity/Diversity	In-person
Drug & Alcohol	In-person
Performance Development	In-person
Workplace Security	MO Learning

Core Workforce Values for Supervisors

These trainings must be completed within 180 calendar days of an employee’s initial appointment to a supervisory position.

Topic	Training
Cyber & Workplace Security	-MoDOT Workplace Security -Active Shooter 2.0
Diversity	-Workplace Inclusion Culture Competency -Creating a Mentally Safe Workplace
Performance Development	-MoDOT Performance Development -Providing Constructive Feedback
Safety	-Drug & Alcohol Training for Supervisors

Core Workforce Values Refresher Training

Core Workforce Values Refresher Training: Core Workforce Values Training courses that are required to be provided to all employees or certain segments of the workforce on a repeated, periodic basis as determined by Central Office Human Resources. These courses can be provided through internal or external training and/or on-line, computer-based training.

EEO/Diversity and Inclusion Training refresher training is to be provided online every 3 years from the last training date of the training topic. All employees (including supervisors) receive the same refresher training course for EEO/Diversity and Inclusion Training.

The MoDOT Drug and Alcohol Training for Supervisors is required every year – even years will be in person (or virtual) and odd years will be completed via CBT.