

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 2 months of an employee's initial appointment to a supervisory position.

Topic	Training
Cyber & Workplace Security	MoDOT Workplace Security (In-Person) Active Shooter 2.0 (In-Person)
Diversity	Workplace Inclusion Culture Competency (In-Person) Psychologically Safe Workplace (In-Person)
Performance Development	Performance Development (In-Person)
Employment Law & Legal Issues	Policy Review (In-Person)
Professional Development & Performance Management	Performance Management (In-Person)
Safety	Drug and Alcohol Training for Supervisors (In-Person)
Communication	Developmental Feedback (In-Person)
Interviewing	Staffing and Interview Process (In-Person)
Mentoring & Coaching	Developmental Feedback (In-Person)
Project Management & Continuous Improvement	Documentation (In-Person)
Leadership Development	Employee Development (In-Person)

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.