

DOT MANDATORY COURSES

Course No.	Title	Target Audience	Notes
ADM649	Mediation Policy	All Managers & Supervisors in conjunction with the Disciplinary Action Policy	Offered every two years
ADM650	Workplace Violence Training	All Supervisors/Managers	Offered every two years and through E-learning
ADM655	Workplace Violence Awareness	All Non-Supervisory Personnel	Offered every two years and through E-learning
ADM500	ADA/BBP	All Employees	
ADM680	Unlawful Workplace Harassment	All DOT Employees	Offered every two years
ADM800	Merit Based Hiring	All employees who conduct interviews	To be completed by Dec. 2005
MGT225	PM Overview	All Supervisors	To be completed by Dec. 2005
MGT421	Diversity for Today's Employee	All Employees	To be completed by Dec. 2010
MGT720	Career Development Planning	Supervisors/Managers	For Supervisors/Managers who have employees in SBP, CBP or Career Banding
OSP280	EEOI Level I	All Supervisors/Managers	Within one year of being hired
PER325	Control Substance & Alcohol	All Supervisors/Managers	When policy Changes
PER350	Disciplinary Action	All Supervisors/Managers	Offered every two years
PER360	Interviewing Skills for Management	All employees who conduct interviews	To be completed by Dec. 2005