Revised 7/1/19

F&A Staff Learner Checklist (non-supervising)

Employee Name: _____   Edison ID #: _____

Required for whom: All employees unless specified; Please consult with supervisor and review your Individual Performance Plan requirements.

	Course Title	Completion Timeframe	Date Completed	Course Code	
ALL F&A Employees	Respectful Workplace for Staff	within 3 months		RWST1000	
ALL F&A Employees	Performance Management 2.0 Webinar for Employees (online)	within 3 months		PM20EMP	
ALL F&A Employees	G.R.E.A.T. Customer Service Workshop [Customer Relationships]	within 3 months of hire		FAHR1000; CFW1000	
ALL F&A Employees	The S.T.A.R. Principles of Great Customer Service - Online	within 6 months		STAR1000	
ALL F&A Employees	Competencies - Integrity and Trust	within 6 months		FATM1000	
ALL F&A Employees	Problem Solving Competency Training	within 12 months		FATM1100	
ALL F&A Employees	Action Oriented Competency Training	within 12 months		FATM1200	
ALL F&A Employees	Self-Development: Growing In Professional Skills	within 12 months		SLFD1000	
ALL F&A Employees	Planning and Priority Setting [Time Management]	within 12 months		PAPS1000; FATM3100	
	F&A Competency information located here				

F&A Core Competency Trainings (highlighted)   **Program Code: FACC2018**

DOHR Policy 12-050   and F&A Policy 38

		Completion Timeframe	Date Completed	Course Code	

When participating as an AWS employee:

	Course Title	Completion Timeframe	Date Completed	Course Code	
Employees who utilize AWS	Alternative Workplace Solutions (AWS) for Employees	Prior to AWS		AWSE1000	

		Completion Timeframe	Date Completed	Course Code	

ANNUAL COMPLIANCE

F&A/Human Resource Office Administered Annual Compliance Training: **Contact & Admin: David Sledge (Title VI)**

	Course Title	Completion Timeframe	Date Completed	Course Code	
ALL F&A Employees	F&A Title VI Training	Mass Enroll- Annually (Jan-Feb)		FAHR6000	

F&A/Strategic Technology Solutions Administered Annual Compliance Training: **Contact : Call STS Help Desk; 615-741-1001**

ALL F&A Employees	Information Security Awareness Training	Mass Enroll or Self Enroll Annually		STSSANSINFOSEC	

Class Code: FA-INFOSEC-01-12012018

DOHR Annual Training: **Contact: Email FATM.Learning@tn.gov**

ALL F&A Employees	Respectful Workplace Refresher Training - online	Mass Enroll or Self Enroll -Annually (July-Aug)		RWRE0001	