

Georgia Department of Human Services

Office of Enterprise Development

DHS Mandatory Training

Erica Atkins, DBA

Director, Office of Enterprise Development



stronger families

FOR A STRONGER GEORGIA



Vision & Mission

Office of Enterprise Development

Vision

Strengthen DHS employees through high quality and timely knowledge transfer

Mission

- Develop gold standards for training DHS employees
- Establish consistency across the agency for training processes and curriculum
- Establish consistency for conference and meeting management
- Develop a robust workforce

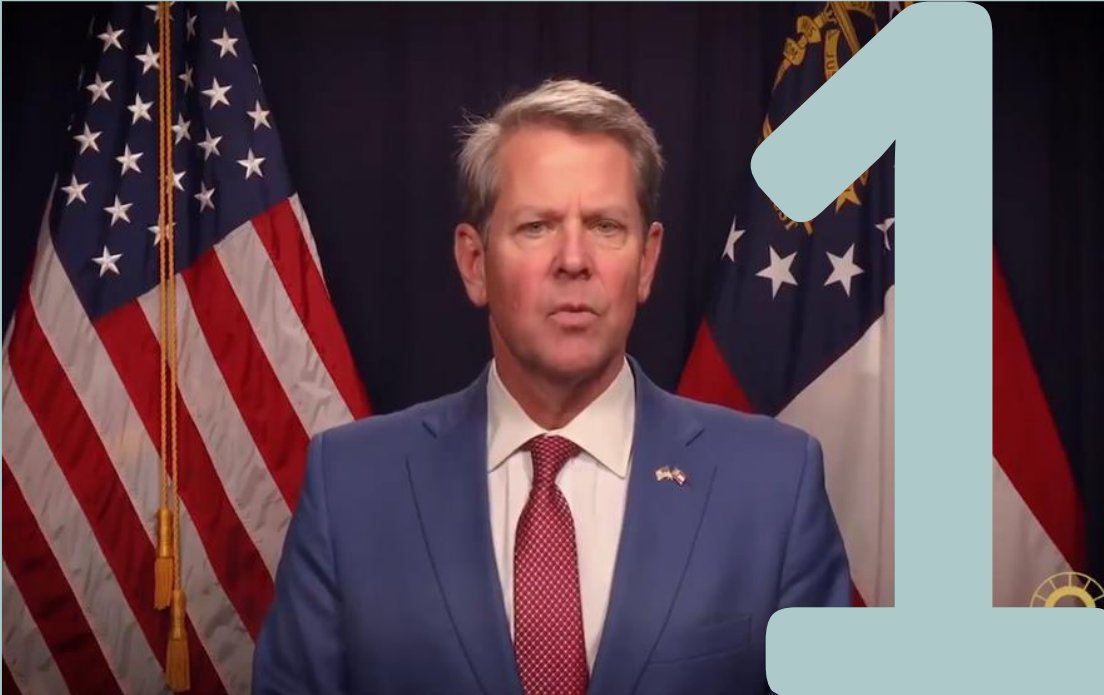
Overview

Required training for:

- DHS staff
- Board members



Annual Mandatory Training



Governor's Mandatory Training



DHS Mandatory Training

A woman with dark hair is sitting at a dark wooden table in a cafe, looking at a laptop. She is holding a white coffee cup. On the table, there is a black vase with dried branches and a small bread roll. A large, light blue circular overlay is on the right side of the image, containing the text 'Governor's Mandatory Training'.

Governor's Mandatory Training

Governor's Mandatory Training

Cyber Security

Sexual Harassment for
Employees

Sexual Harassment for
Supervisors and
Managers



	Cyber Security Training	Sexual Harassment for Employees	Sexual Harassment for Supervisors and Managers
Audience	Staff who have contact with DHS systems	Staff who have contact with DHS employees	Supervisors and managers
Frequency	Quarterly	Annually	Annually
Due Dates	Varies	July 1 - September 30	July 1 - September 30
Training Location	Wombat LMS	DHS LMS and IOTIS	State DOAS LMS
Outcome	Protects state systems from cyber attacks	Promotes harassment free workplace	Enforces prevention of harassment at work

Cyber Security

- **Quarter 1:** Due March 30, 2021
- **Quarter 2:** Due June 30, 2021
- **Quarter 3:** Due September 30, 2021
- **Quarter 4:** Due December 31, 2021
- **Monthly:** Anti-phishing campaigns

If a participant fails the mock phishing email notification, they are required to take remedial training.

Sexual Harassment

Annual deadline for trainings are **September 30**

Both trainings are due within **30 days** of new hire or promotion date

Completions are tracked weekly

A man with grey hair and glasses, wearing a white button-down shirt, is seated in a blue office chair. He is looking out a large window to his right, with his hands clasped in front of him. The background shows a blurred office interior with a desk and some equipment.

DHS Mandatory Training

DHS Annual Mandatory Training

Annual training period is
between **July 1 - October 31**

Courses per year: **6 - 9**

New hires must complete
within 45 days of hire



DHS Mandatory Training

Defensive Driving

Safety Awareness and Fall Prevention

Workplace Violence

Workplace Harassment

HIPAA

Information Security Awareness



Biennial Mandatory Training

Customer Service and
Communication

Standards of Conduct

Diversity and Inclusion



Other Mandatory Training Requirements

New Hire Training Requirements

All annual mandatory trainings

DHS Overview Video

DHS Skills for Successful Supervision*

**Required for all new, promoted, or transferred supervisors and managers. Must register within 45 days of hire or promotion.*





Board Members Mandatory Training

Board Members Training

Sexual Harassment for
Employees Training

Cyber Security Training*

Information Security Awareness*

*The quarterly Cyber Security and Information Security Awareness trainings are **only** required for board members who have an active DHS email account.



Key Takeaways

A group of people in a meeting, smiling and clapping, with a teal overlay containing text.

Required training for DHS staff

Board members are required to take **Sexual Harassment** training

Board members with a DHS email account are required to take **Cyber Security** training

Questions

Erica Atkins, DBA
Office of Enterprise Development
Georgia Department of Human Services
2 Peachtree Street, Suite 29
Atlanta, GA 30303
Erica.atkins2@dhs.ga.gov

