The following trainings are required for employees who supervise full time *employees.

All VLC, Radford University Domain Mandatory Trainings can be searched with the **KEYWORD:** Radford

<table>
<thead>
<tr>
<th>1. Radford University Employee Required Training-2017-Supervisor</th>
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<tr>
<td><strong>This certification includes the following courses</strong></td>
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- MVP HR Policy & Law – Alcohol and Other Drugs Policy  (Due w/in 30 days of Start Date)
- MVP HR Policy & Law - Preventing Workplace Harassment  (Due w/in 30 days of Start Date)
- MVP-Enhancing Employee Performance  (Due w/in 30 days of Start Date)
- MVP HR Policy & Law - Understanding and Using the Grievance Procedure.  *Only required if you supervise a Classified Employee*  (Due w/in 30 days of Start Date)
- MVP-HR Policy & Law – Performance Management  *Only required if you supervise a Classified Employee*  (Due w/in 30 days of Start Date)
- DHRM-HR Policy - Preventing Workplace Violence for **Supervisors**  (Due w/in 90 days of Start Date)
- MVP HR Policy & Law - Emergency and Security Awareness  (Due w/in 90 days of Start Date)

**Click here to access training.** (Link requires sign on)

In Addition to the training listed above, you may be required to complete additional training that is specific to your employment. Please consult with your Supervisor to discuss these needs. Below are a few (but not all) links to additional trainings available.

- People Admin Training & Resources
- eVA (Virginia’s eProcurement Portal) Training
- Misc. HR Training
- "Our Turn" Event (through the Center for Innovative Teaching and Learning)
- Banner Training (you will need to register for this site)

**Wishing you all the Best!**

Human Resources, Radford University
PO BOX 6889, 540-831-5008