

ADPH Workforce Development Plan


August 2022





Scott Harris, M.D., M.P.H.
STATE HEALTH OFFICER

MEMORANDUM

To: All Employees
From: Scott Harris, M.D., M.P.H. 
State Health Officer
Date: August 22, 2022
Subject: Workforce Development Plan

In an effort to position the Alabama Department of Public Health's (ADPH's) future competency needs, the Workforce Development Plan has been updated. ADPH is dedicated to creating a culture of learning which provides our employees the opportunity to develop both personally and professionally. The Workforce Development Plan provides a roadmap to ensure activities are aligned with the ever-changing healthcare industry. The greatest assets within ADPH are its people, and a continuous investment in the knowledge, skills, and competencies of its workforce is vital to fulfilling the mission and vision of ADPH.

Please familiarize yourselves with the Workforce Development Plan.

SH/KH
Attachment

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Introduction

The Alabama Department of Public Health (ADPH) Workforce Development Program is dedicated to creating a learning culture which provides our employees the opportunity to develop personally and professionally by offering training programs and initiatives designed to aid in delivering high quality, appropriate public health services. The Department values the need for a qualified, competent, and prepared workforce.

Over the past several years, ADPH had made a significant effort to recognize and assess the skills and training needs of the public health workforce. Identifying gaps in knowledge through needs assessment and utilizing data collected are fundamental when addressing the skill gaps through training and development opportunities.

The greatest asset within ADPH are its employees, therefore, we devote the necessary resources to ensure that they are continually progressing and growing with the dynamics of the industry. A continuous investment in their knowledge, skills, and competencies is vital to fulfilling the mission of ADPH, “To promote, protect, and improve Alabama’s Health.” ADPH’s Workforce Development Plan (WFDP) provides a roadmap to ensure that workforce development activities are aligned with the ever-changing healthcare industry.

Agency

The Alabama Department of Public Health (ADPH) is the primary state health agency for the state of Alabama. The vision, mission, and core values are the foundation for any organization. Together, they identify why an organization exists, its direction, and its action. The vision, mission, and core values of ADPH are as follows:

Vision: Healthy People, Healthy Communities, Healthy Alabama

Mission: To promote, protect, and improve Alabama’s health

Core Values: Excellence, Integrity, Innovation, and Community

Organizational Structure

Demographic Changes

Alabama’s population is 4,930,892 which consists of 65.3 percent Caucasian, 27.4 percent African American, 4.6 percent Hispanic, 1.7 percent Asian, 1.3 percent American Indian and Alaska Native, 0.1 percent Native Hawaiian and other Pacific Islanders, and 1.6 percent two or more races (according to ADPH’s 2020 Community Health Assessments). To serve our citizens in the most effective way, ADPH is divided into 8 Public Health Districts (See Figure 1) with a workforce that is comprised of 2,553 employees statewide that serve 67 local health departments and provide over 77 local services and programs (See Table 1 – Current Workforce Demographics).

Throughout the state, our population is becoming more diverse, representing a broader range of cultures, language groups and ethnic communities. Increasing diversity signals a need for recruitment efforts to build a future workforce that reflects the composition of the population it serves.

Current on campus career events at historically black colleges and universities (HBCU) scheduled for 2022:

Alabama A&M University, Feb. 2022
Tuskegee University, Feb. 2022
Stillman College, Sept. 2022
Alabama A&M University, Nov. 2022

Additional HBCU strategic partners in the state of Alabama that we recruit:

Alabama State University, Montgomery
Stillman College, Tuscaloosa
Oakwood University, Huntsville
Gadsden State Community College, Gadsden
Lawson State Community College, Birmingham
Bishop State Community College, Mobile
Shelton State Community College, Tuscaloosa
J F Drake State Community and Technical College, Huntsville
Talladega College, Talladega
Miles College, Birmingham
H Council Trenholm State Community College, Montgomery

Figure 1: Alabama Public Health Districts

PUBLIC HEALTH DISTRICTS

EAST CENTRAL DISTRICT

Tim Hatch, District Administrator
 3060 Mobile Highway
 Montgomery, AL 36108
 (334) 293-6400

JEFFERSON COUNTY

Mark E. Wilson, M.D., County Health Officer
 David Hicks, D.O., M.P.H., Deputy Health Officer
 1400 Sixth Ave. S.
 Birmingham, AL 35233
 (205) 933-9110

MOBILE COUNTY

Bernard H. Eichold, II, M.D.
 County Health Officer
 251 N. Bayou St.
 Mobile, AL 36603
 (251) 690-8827

NORTHEASTERN DISTRICT

Mary Gomillion, District Administrator
 Mark Johnson, Assistant District Administrator
 709 E. Broad St.
 Gadsden, AL 35903
 (256) 547-6311

NORTHERN DISTRICT

Judy Smith, District Administrator
 Michael Glenn, Assistant District Administrator
 3821 Highway 31 S.
 Decatur, AL 35603
 (256) 340-2113

SOUTHEASTERN DISTRICT

Corey Kirkland, District Administrator
 1781 E. Cottonwood Rd.
 Dothan, AL 36501
 (334) 792-9070
 Kyle Odom, Assistant District Administrator
 2841 Neal Metcalf Rd.
 Enterprise, AL 36530
 (334) 347-9574

SOUTHWESTERN DISTRICT

Chad Kent, District Administrator
 1115 Azalea Place
 Brewton, AL 36426
 (251) 947-1645
 Suzanne Terrell, Assistant District Administrator
 303 Industrial Drive
 Linden, AL 36748
 (334) 295-1000

WEST CENTRAL DISTRICT

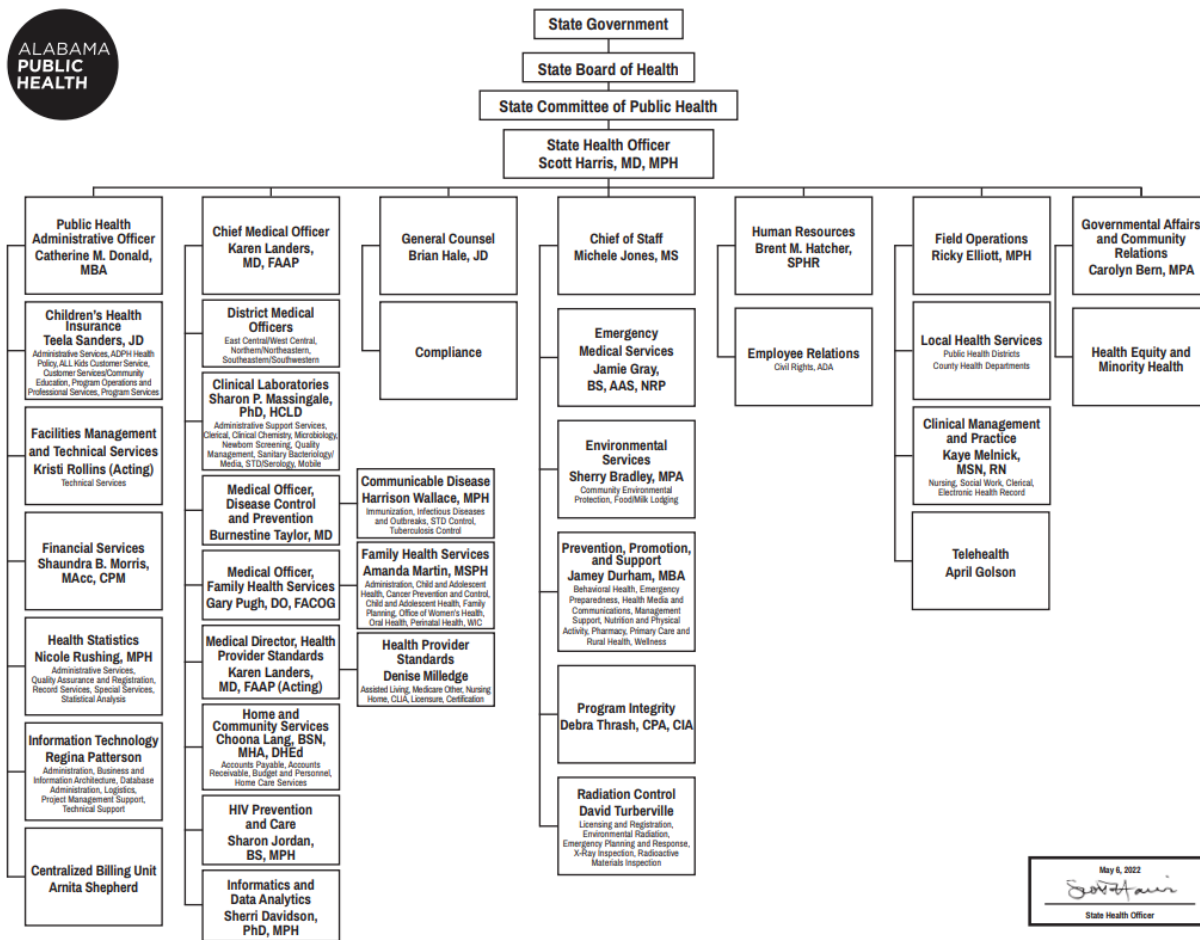
Stacey Adams, District Administrator
 Renee Cole, Assistant District Administrator
 2350 Hargrove Rd., E.
 Tuscaloosa, AL 35405
 (205) 554-4500



Table 1 – Current Workforce Demographics	
Category	Number
Total Number of Employees	2,553
Number of Full Time Employees	2,273
Gender	
Male	370
Female	2,183
Race	
Hispanic	53
American Indian/Alaska Native	12
Asian/Pacific Islander	28
Black/African American	889
White	1,560
Other	13
Average Age of Current Employees	48
Median Age of Current Employees	49
Average Service Years	12
Median Service Years	11

*Updated as of February 14, 2022

Figure 2: Organizational Chart (Updated May 6, 2022)



Governance

Alabama law (Section 22-2-2, Code of Alabama, 1975) designates the State Board of Health as an advisory board to the state in all medical matters, matters of sanitation and public health. The State Board of Health is mandated by law to make an annual report to the governor as to its transactions and may include recommending needed health legislation.

Section 22-2-1, Code of Alabama, 1975, defines the Medical Association of the State of Alabama as the State Board of Health. Section 22-1-1, further states that when reference is made to the State Health Department it shall mean the State Board of Health (Medical Association of the State of Alabama) or the State Committee of Public Health when acting on behalf of the State Board of Health.

The State Committee of Public Health as constituted in Section 22-2-4, meets monthly to act for the State Board of Health. The law empowers the State Board of Health as the regulatory authority to discharge the duties outlined pursuant to Section 22-2-2.

The State Committee of Public Health is composed of 12 members of the Board of Censors of the Medical Association plus the chairperson from each of the 4 councils for a total membership of 16 voting members. The State Health Officer serves as the ex-officio nonvoting member and the secretary to the committee.

Funding

The overall budget for ADPH is approximately \$1,001,558,470 for fiscal year 2021 - 2022. ADPH receives approximately 95 percent of its funding from non-General Fund resources. The General Fund accounts for the remaining budget.

Progress Since 2015 Workforce Development Plan

Strategies addressed in the previous Workforce Development Plan were listed with a plan to complete it. The Strategic Plan developed in 2016 assessed the needs of the staff and identified gaps; aligned needs and gaps with education and training opportunities; improved access to those opportunities.

Through the Workforce Development Program, staff training is offered on a continuous basis by ADPH and partners such as the State Personnel Department. Two new soft skills training courses were developed and made available to staff across the state provided by an ADPH soft skill training team. Work Life Balance and Understanding Yourself – the Key to Success courses were developed based on training gaps identified through an internal needs assessment survey. In addition, the Workforce Development Program offers an integrated, online Learning Management System platform through Healthicity, a healthcare Compliance Management System. Healthicity training center modules offers 60 courses for various training needs. The platform is also used to provide customized training created by ADPH.

Goal	Outcome	Measurement
Goal 1: Develop a learning culture that encourages and supports training, continuing education, and professional development.	<ul style="list-style-type: none"> • Staff developed a training called ‘Understanding Yourself – The Key to Success’, utilizing the DiSC model, that is offered 12 times a year. • Staff developed a training called “Work Life Balance” that is offered 12 times a year. • Field operations provides continuing education and training to staff monthly. 	<p>Workforce Development conducted 13 combined training sessions of “Understanding Yourself - The Key to Success” and “Work Life Balance.”</p> <p>Training was suspended due to COVID but resumed statewide in November 2020.</p> <p>Field Operations completed 13 staff trainings for nurses, social workers, and clerical staff for FY 2021.</p>
Goal 2: Conduct annual continuous internal assessment of staff training needs to identify priority areas for training (e.g., program specific assessments).	<ul style="list-style-type: none"> • A Workforce Development Team has an internal survey conducted annually of training needs. • This team includes stakeholders from different departments of ADPH 	<p>ADPH conducts an annual internal needs assessment to identify training needs/gaps of the workforce. 999 employees completed the 2021 survey. The respondents were district, county, and central office employees. The assessment distribution included front line/entry level, supervisors and</p>

		program managers, and executive members of the workforce.
Goal 3: Develop an employee recognition program	<ul style="list-style-type: none"> • A newsletter “Alabama’s Health” highlights work done by different divisions and welcomes new employees. This is done every quarter. 	“Alabama’s Health” has a targeted release of quarterly publications. 130 recognitions were made in calendar year 2020.
Goal 4: Strengthen the orientation of new employees to agency	<ul style="list-style-type: none"> • Quality Improvement Training was implemented during New Employee Orientation. 	265 ADPH employees completed the new employee orientation training through the Learning Content Management System in FY 2021. Additional division specific orientation included preceptorships and hands on training.
Goal 5: Strengthen the culture of quality within the agency	<ul style="list-style-type: none"> • Staff developed a new Quality Improvement training “Leading Team Huddles” that is offered monthly. The training is a team-based improvement method to solve problems. 	11 Quality Improvement (QI) trainings were conducted in calendar year 2020. QI transitioned to a virtual format in 2020. Three different QI trainings are offered monthly.
Goal 6: Establish a Workforce Development Committee	<ul style="list-style-type: none"> • “Work as One Team” is a committee that was formed with the stated goal to “improve our effectiveness in establishing a more unified workforce” The committee meets regularly. 	An internal collaboration survey was conducted by Works as One Team. The survey was designed to measure how well offices within the department communicate with each other, how aware they are of one another’s work, and to what degree each office treats others with respect. The survey was distributed to 29 district, bureau, and division administrators at ADPH. 28 offices participated in the survey.

Current Workforce Needs Assessment and Gap Analysis

In 2018, ADPH staff and leadership assessed the strengths, weaknesses, opportunities, and threats to the department as part of the 2019 – 2022 Strategic Plan development process. Through this assessment, the leadership team determined strategies to help address areas of need, including opportunities to leverage existing resources. Using the input from the leadership team and the strategic goals, the State Health Officer determined a final list of five 1-year strategic projects to work on the areas of greatest opportunity. In order to achieve these 5-year goals, an Annual Plan will be created each year to ensure implementation of specific projects to bolster departmental efforts across several areas of the agency. For years 2019, 2020, and 2021, the State Health Officer has consistently expressed his desire to have a unified workforce that productively works toward attaining our mission while exhibiting the core values of the department. This resulted in a team focused on achieving this strategic goal of a unified workforce.

Adopted Core Competencies

The Council on Linkages Between Academia and Public Health Practice (Council on Linkages) is a collaborative of 20 national organizations that aims to improve public health education and training, practice, and research. Established in 1992 to implement the recommendations of the Public Health Faculty/Agency Forum regarding increasing the relevance of public health education to the practice of public health, the Council on Linkages works to further academic/practice collaboration to ensure a well-trained, competent workforce and the development and use of a strong evidence base for public health practice. The Council on Linkages strives to improve public health practice, education, and research by fostering, coordinating, and monitoring links among academia and the public health practice and healthcare communities; developing and advancing innovative strategies to build and strengthen public health infrastructure; and creating a process for continuing public health education throughout one's career.

They have created eight domains of skills:

1. Analytical/Assessment Skills
2. Policy Development/Program Planning Skills
3. Communication Skills
4. Cultural Competency Skills
5. Community Dimensions of Practice Skills
6. Public Health Sciences Skills
7. Financial Planning and Management Skills
8. Leadership and Systems Thinking Skills

PH WINS Survey

In 2017, ADPH collaborated with the Association of State and Territorial Health Officials (ASTHO) to create the Public Health Workforce Interest and Needs Survey (PH WINS). This survey targets non-supervisor employees and their job satisfaction. An area of high importance and low skill indicate areas where the program may need to improve training areas. It highlighted that roughly one third of individuals had difficulties:

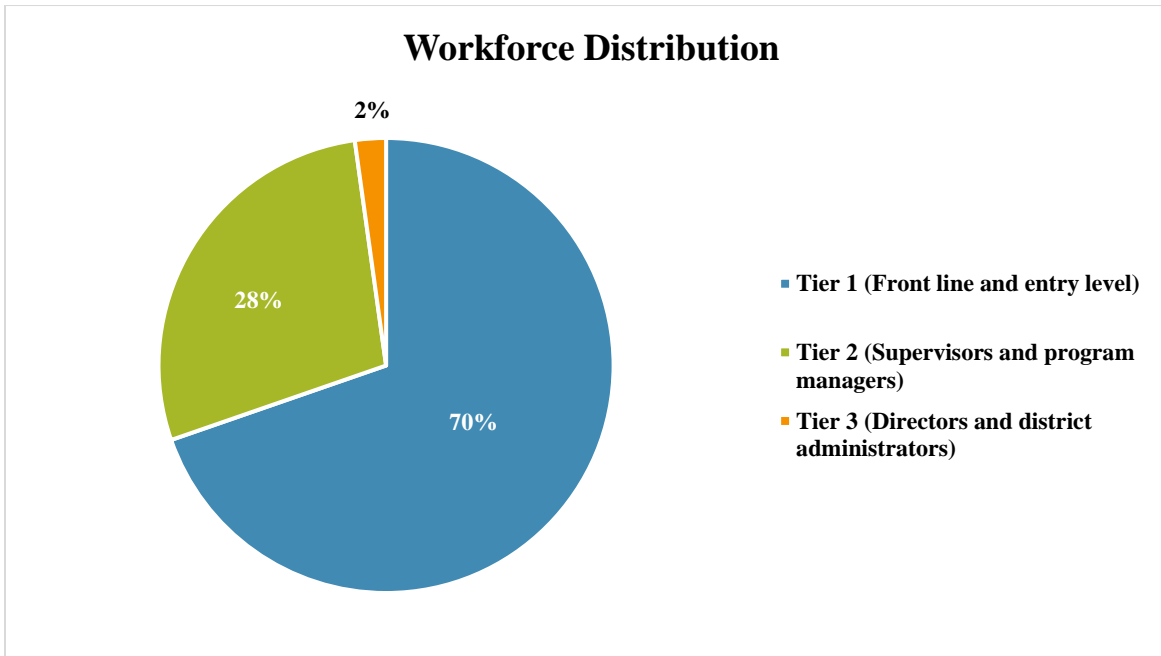
- Describing financial analysis methods applicable to program and service delivery
- Describing how public health funding mechanisms support agency programs and services
- Describing the value of an agency business plan
- Describing the influence of internal changes on organizational practices
- Participating in the quality improvement process for agency programs and services
- Describing the value of community strategic planning that results in a community health assessment or community health improvement plan.

Current Workforce Development Goals and Objectives

ADPH conducted an internal needs assessment in April 2021 to provide results for the training needs schedule for the 2021-2022 Workforce Development Plan. The Core Competencies for Public Health Professionals structure was used in developing the needs assessment to better understand, assess, and meet the department's education, training, and other workforce development needs. The survey was available for five weeks, and 999 (39 percent) ADPH employees completed the survey. In Figure 2, the workforce is separated by Tier 1 (front line staff/entry level), Tier 2 (supervisor and program managers), and Tier 3 (executive).

- Tier 1 competencies apply to public health professionals who carry out day-to-day tasks of public health organizations and are not in management positions. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support.
- Tier 2 competencies apply to public health professionals with program management and/or supervisory roles. Responsibilities of these professionals may include developing, implementing, and evaluating programs; supervising staff; establishing and maintaining community partnerships; managing timelines and workplans; making policy recommendations; and providing technical expertise.
- Tier 3 competencies apply to public health professionals at a senior management level and leaders of public health organizations. These public health professionals typically have staff members who report to them and may be responsible for overseeing major programs or operations of the organization, setting strategy and vision for the organization, creating a culture of quality within the organization, and working with the community to improve health.

Figure 3: 2021 Workforce Needs Assessment Distribution



Most of the respondents were district and county employees with job classifications in administration, social work, nursing, or environmental health. During the previous assessment, employees identified analytical/assessment skills, leadership and systems thinking skills, and communication skills as core competency gaps within the agency. Tier 1 staff had 67% of respondents work in the district and counties. Tier 2 employees were equally distributed in the central office located in Montgomery, Alabama, and throughout local health department locations. Tier 3 staff had 68% of respondents work in the central office.

Communication Skills

The most requested skill for development was communication and soft skills in the workplace. Currently, the most effective mode of communication is a combination of email from leadership or management and a verbal meeting. The training courses identified for effective communication between employees were “Dealing with Difficult People,” “Productive Communication Skills,” and “Active Listening.” The training courses identified for effective communication between supervisors to employees were “Employee Relations,” “Making Positive Changes,” and “Role and Responsibility Development.”

Leadership and Systems Thinking Skills

Employees identified the need for more training to promote mentoring, peer advising, and coaching for their positions. Over 58 percent of employees needed additional training in conducting a performance management project, and over half needed training about how to perform a program evaluation. To promote personal development opportunities, employees requested training in “Advancing Leadership Skills,” “Improving Personal

Performance in the Workplace,” “Critical Thinking Skills,” and “Holding Effective Meetings.”

Financial Planning and Management Skills

All employee tiers identified additional training to evaluate program/organizational performance effectively, such as performance management, program evaluation, tracking progress, defining measures, and reporting skills. The training courses included “Coaching and Motivating,” “Conflict Management,” and “Roles and Responsibilities Development.” Employees also requested information about budget management, reporting travel costs, and writing and managing grants.

Analytical/Assessment Skills

The most requested software training courses were Microsoft Excel, Microsoft Word, Lotus Notes, and LCMS. Additional job-specific programs such as Red Cap, Tableau, SAS, ACES, and ARCGIS were listed from various employees.

Additional Training Skills

While most survey respondents stated the current training courses were enough, some identified additional areas of improvement, including professionalism, an introduction to public health course, risk communication, introductory Spanish and ASL courses, and department cohesion for supervisors. Almost all staff requested training for cultural sensitivity, engaging community members, and developing a vision for healthy communities. Over 65 percent of employees wanted a Budget 101 course to assist with object codes, payroll/costs, and Excel budgets.

Tier Specific Skills

Since the survey was offered to all personnel, areas of improvement differed between tiers. One-third of Tier 1 employees requested more verbal communication from their supervisor compared to the one-fourth of Tier 3 employees. Tier 1 also selected budgeting, grant management, and Microsoft Excel as their highest areas of weakness. Tier 2 employees requested training for effective communication among employees. Tier 2 and 3 employees requested specific training courses on the department’s Automatic Contract Entry System and supervisory tasks.

Future Direction of State Health Department’s Workforce Needs and Gaps Based on Assessments

ADPH list workforce development as one of the five goals in the 5-year Strategic Plan. The goal of workforce development is to strengthen the performance and capacity of the ADPH workforce so that the ability to serve our customer increases. The strategies to achieve the goal are:

1. Improve recruitment of public health professionals
2. Improve employee retention
3. Work as one team
4. Improve knowledge, skills, and abilities (KSAs) through training and communication

Recruitment of Public Health Professionals

To recruit and retain a highly skilled workforce, the department supports hosting students enrolled in educational institutions as interns. Through the internship program, individuals are offered an opportunity to make a positive contribution and to develop professional skills and experience. The internship experience offers an opportunity for students to learn about the role and responsibility of public health, earn educational credits, gain valuable work experience, and explore new careers in public health. The department works with various educational institutions to provide nonclinical internship placements throughout the state public health system. Memorandums of Understanding (MOU) have been entered into by ADPH and several in-state universities to offer internship opportunities to students so they may learn about roles and responsibilities in the field of Public Health. Currently, MOUs are fully established with The University of Alabama at Birmingham, Alabama State University, and Troy University. Workforce Development staff is working with Tuskegee University and Auburn University at Montgomery to establish MOUs, which would allow additional placement of interns in 2022. By working with various universities, ADPH will increase the number of opportunities to work with interns interested in public health careers. The department is also exploring other state Master of Public Health programs to establish partnerships.

Employee Retention

According to the PH WINS Survey in 2017, the top reasons for the workforce considering leaving, other than pay, are lack of opportunities for advancement, lack of support, and work overload/burnout. ADPH promotes multi-faceted practices to address these drivers of turnover to increase retention and ensure a supportive work environment. The department conducts annual needs assessment analyzing the current work environment to identify ways it can improve workforce capabilities in an effort to retain current staff. By using this data to inform the Workforce Development Plan and training opportunities, ADPH aims to retain employees by encouraging their growth and addressing their concerns to training needs and access to technology recommendations to staff based on needs identified. Employee retention will also be addressed in the Work Life Balance and Understanding Yourself courses throughout the year, focusing on tools to improve time management, stress management, and communication skills.

Work as One Team

The Work as One Team (WOAT) planning group was developed as part of the 2019 Annual Plan with the stated goal to “improve our effectiveness in establishing a more unified workforce.” WOAT is a collaborative membership derived of employees from multiple levels and locations.

Meetings are scheduled monthly when possible. They can be used as working meetings, problem solving meetings, or any other type of meeting that will benefit the department's goals and objectives. Current working initiatives are to establish a measurement of the department's internal collaboration between central office bureaus and local health departments, and also marketing of the department's core values.

Training and Communication

The cross-sectional information provided in the aforementioned surveys represent the needs of less than half the workforce. However, ADPH will use this assessment to offer training programs and initiatives designed to help departmental employees deliver high quality public health services. The department will be able to measure the achievement of the goals by employee satisfaction, turnover rate, and customer satisfaction.

Consideration for Changing Workforce Needs

The changing public health landscape provides opportunities and challenges for those working in the field. The challenges require a workforce that is prepared and competent to address these challenges. The department is dedicated to ensuring that our future workforce needs are met in the changing public health environment.

Technology advancement is essential to the department. The department uses Laserfiche for content management. Laserfiche is an electronic content management solution that can be used to automate workflows critical to our mission. It can produce customized applications to meet specific needs within the department. Since these solutions are application specific, training will be provided by Laserfiche Administration as each project is developed.

Recruitment and retention of staff has historically been a challenge. Though department staff typically report high levels of job satisfaction, competitive salaries in the labor market continue to be a challenge. Difficulty finding quality candidates on State employment registers also presents an ongoing challenge to staffing.

The state continues to see funding restrictions with decreased flexibility for spending of federal dollars. Staff are less likely to seek training due to associated costs and inability to fund training with existing dollars. Due to continued reduction in staff, there is also a challenge with time to attend training. Workforce development efforts need to continue to ensure the accessibility and flexibility of training so that knowledge and expertise of current staff can be maintained and enhanced. The department must evaluate strategies and actions needed to recruit, maintain, and sustain a competent and diverse workforce. Continued investment in workforce development can help assure successful long-term results in the delivery of public health services and demonstrate continuous professional development through programs focused on life-long learning.

The department also recognize the need to address workforce burnout and morale as the COVID-19 response continues. Maintaining work-life balance helps reduce stress and helps prevent burnout in the workplace. To help employees achieve a healthy work-life balance, the department provides several trainings and practices.

Without an adequately trained workforce, the healthcare of the people of Alabama could be at risk. ADPH must continually evaluate plans to determine effectiveness in developing a workforce that meets current and future demand for health services to address priority health problems. Sustainable efforts are vital to being able to meet the changing health care environment.

To assure continuity of all public health services, a trained and skilled workforce is the most vital asset. Success in delivery of services can be tied directly to workforce development efforts.

Establishing and Maintaining a Culture of Health Equity

ADPH's Office of Health Equity and Minority Health (OHEMH), utilizing an internal focus, will develop strategies to communicate, provide context and rationale, and foster a culture of health equity in agency standards, programs, and policies. The OHEMH will have an internal focus to redesign the existing practices of workforce development by including equity to ensure job quality, increase staff marketability, and foster individual and professional growth through inclusionary strategies.

Equity-based, job training best practices, interventions and initiatives will be provided to improve individual worker skills and professionalism. These acquired skills will equip the existing workforce and new employees with the tools needed for equity-focused policy development and program implementation. Further, comprehensive, ongoing, equity-based training will serve to close internal equity gaps such as implicit bias, that may create barriers when addressing community health needs.

Year 1 of the ADPH OHEMH 2-Year Strategic Plan will serve to intentionally execute the Agency's vision for health equity, internally, and externally. Additionally, the Strategic Plan expounds upon the strategies to be employed, ensuring an evidence-based approach to the practice of health equity in our vulnerable communities is realized, and is based on timely and accurate quantitative and qualitative data collection. The plan will serve as a catalyst for action and redesign of the Agency's response to health matters, resulting in the re-development of programming and service provision for all Alabama's citizens, especially the most vulnerable using a health equity lens.

The OHEMH has worked with Region IV, Georgetown University, and other federal and non-profit entities to provide resilience, equity, and inclusion training to ADPH staff. The training schedule is outlined in Annex B.

Training the Workforce

ADPH set forth, as a strategy in the Workforce Development Plan, to assess training needs and improve workforce exposure to training and development opportunities. ADPH employed a three-pronged approach to assess and address the needs of its workforce: assess needs of staff and identify training gaps; align needs and gaps with education and training opportunities; improve access to those training opportunities.

Soft Skill Training

As a result of the departmentwide needs assessment, two soft skills training courses were developed and made available to staff across the state by an ADPH soft skill training team. “Work Life Balance” is a class that is designed to help employees find balance in their lives and provides beneficial tools to improve time and stress management; “Understanding Yourself – The Key to Success” is a class that is designed to help employees improve relationships by understanding their own behavior and the behavior of others and through the use of better communication skills. This is a highly interactive workshop that incorporates the Everything DiSC model to identify different behavioral styles, understand why others behave as they do, and develop skills needed to effectively relate to and communicate with others. Future plans are to develop and make available training that addresses two topics identified in the 2021 needs assessment, dealing with difficult people and how to improve critical customer service skills.

Supervisory Training

To ensure that our supervisory staff has the necessary knowledge and skills to lead the workforce in a productive manner, supervisory training courses are required for all staff who supervises employees. The training courses are offered on a regular basis by State Personnel and the ADPH Office of Human Resources (OHR). It is recommended that new supervisors participate in the training courses offered by ADPH as the courses are targeted specifically toward Public Health supervisors. To increase the accessibility of the supervisory training courses to supervisors statewide, the ADPH OHR offers multiple training sessions to all ADPH districts. Supervisory refresher courses are also available On Demand on ADPH’s Healthicity’s training platform.

Region IV Public Health Training Center

Through a partnership with the Region IV Public Health Training Center, ADPH provides employees with educational opportunities to connect with other professionals throughout the Southeast US. A series of skill-based professional development workshops called the Public Health Practice Academy (PHPA) is offered in a virtual, online format. The goal of the PHPA series is to provide public health professionals, especially those serving underserved populations, with core skills that can be used in public health practice. The trainings are appropriate for those without extensive formal training in public health as well as for seasoned public health professionals who are interested in a refresher. Courses offered in the virtual format are: Seeking Health Equity: Understanding and Taking Action on the Root Cause of Health Disparities, Persuasive Communication in Public Health: Influencing Patients, Partners and the Public, and Managing Change in Public Health.

Video Conference and Distance Learning

The Video Conference and Distance Learning Division provides training and public information to health professionals across the nation through the Alabama Public Health Training Network (ALPHTN). It was established in 1992 in collaboration with the CDC and is a nationally recognized provider of public health training and education programs. The division has on demand trainings, video conferencing, and telehealth carts in most counties. Health professionals are provided these materials to maintain their continuing education units (CEUs) and general updates about programming within the department. All participants are recommended to register through LCMS. Live programming is typically available On-Demand within 2-3 business days. The Office of Informational Technology hosts video conferencing on WebEx.

State and National Public Health Conferences

Since 2015, ADPH employees have attended several public health state and nationwide meetings, summits, and conferences to further support their professional development and continuing education. These include events hosted by the American Public Health Association (APHA), Alabama Public Health Association (ALPHA), Alabama's Governor's Safety and Health Conference, State of Alabama Governor's Preparedness Conference, and the Council of State and Territorial Epidemiologists.

Accreditation-related Training

The purpose of the PHAB Reaccreditation Documentation Workshop is to provide the health departments in attendance with a better understanding of a PHAB Site Visit Team's process for assessing documentation to determine conformity with the PHAB Guide to Reaccreditation. The training includes topics such as use of the PHAB documentation forms, reviewing sample documentation and assessing conformity, writing questions to the health department for the Pre-Site Visit Review, and preparing the Site Visit Report for the PHAB Accreditation Committee.

Online Training Platforms

ADPH has an online site dedicated to training called the Learning Content Management System (LCMS). This distance-based education platform is optimized to increased exposure and participation rate. All employees establish a personal account during the hiring process and access mandatory trainings primarily through this system. In November 2019, the department added Healthicity, a compliance manager and training platform. Healthicity expands the opportunities of professional development. Table 7 shows the list of trainings ADPH offers through Healthicity including mandatory, annually, and as needed.

The Appendixes and Annexes show the lists of trainings developed by ADPH staff including mandatory, annually, bi-annually, and as needed course offerings. Topic-specific training plans are referenced in Annex B.

Implementation Plan

Each year, APDH assesses the needs of the workforce and adjusts the implementation plan to support the goals and objectives of the Department’s strategic plan. The implementation plan will be outlined as Annex A. It includes goals, strategies, and activities that are to be completed over the next two years. A detailed list of topic-specific deliverables is provided as Annex B to allow flexibility throughout the year as staff work toward accomplishing the goals established. Full training schedules are provided as Appendix A, B, C, and D from various divisions of ADPH. By including these appendices and annexes, ADPH divisions can update their respective training schedules throughout the year and it can be published to the Workforce Development Plan, allowing for more flexibility in planning and implementation. This also increases the visibility of the training information as the Workforce Development Plan is available to all staff via the website and the Document Library.

This document describes a path for ADPH to develop a workforce that is engaged and focused on achieving the Department’s mission and strategic plan.

Communication Plan

ADPH uses a hierarchal communication plan, where upper level management uses Bureau Directors and Senior Leaders to distribute information (Figure 4). The current plan loses information where the employees are not given all the information. To improve communications, ADPH also uses a state-wide email system. The WFD Plan will be distributed to all ADPH staff. The plan is located on the ADPH website in the Workforce Development folder for all employees to access. Staff will be informed regularly of any WFD updates or training opportunities via email and during general staff meetings.

Figure 4: Current Communication Plan



Roles and Responsibilities

The table below lists individuals responsible for the implementation of this plan as well as the associated roles and responsibilities:

Table 3 – Implementation Roles and Responsibilities	
Workforce Role	Responsibility
State Health Officer	Responsible to support an agency-wide workforce development strategy, priority setting, establishment of goals and objectives, and establishing an environment that is conducive and support of learning.
Human Resources Management	Responsible to State Health Office for supporting Divisions Directors, Supervisors, and all ADPH employees. Supports implementation of workforce development plan.
Division Directors	Responsible to the State Health Office for all employees within their division/program. Mentors, supports, and guides supervisors. employees to assure availability of training resources and professional development opportunities that meet agency-based needs
Supervisors	Responsible to Division Director and employees of trainings and professional development educational opportunities are implemented according to workforce development plan. Coaches, supports, and mentors employees on professional development opportunity to support addressing agency-based needs.
All Employees	Responsible for their own learning and development. Work with supervisor or mentor to identify and engage in professional development opportunities that meet agency-based needs.
Workforce Development Committee	Responsible to the State Health Officer and Division Director Leads for implementing, facilitating, and evaluating workforce development plan.

Monitoring and Evaluation

Registration, participation, and completion of trainings are tracked electronically. The LCMS generates transcripts and certificates that participants can save after completed trainings. Healthicity offers transcripts as well as evaluation checks every 2-3 months on material learned. For external trainings, employees provide a printed screenshot or certificate to their supervisor, who signs and dates the page to inform completion and approval. An annual training list is provided in every employee's annual evaluation.

Barriers

The majority of the barriers to the development of an adequate and properly trained workforce rest within our adaptability to changing conditions. Staff reductions, budget cuts, and retirement are clear examples of the barriers we face when trying to meet educational needs of our employees. Through partnerships with the Region IV Public Health Training Center, APHA, ALPHA, and others, we will provide our employees with professional development opportunities via the web, videoconferencing, and on-demand.

Currently, a properly trained workforce can be adapted to a variety of conditions with the online platform. Video and audio accessibility options allow for increased reach to employees in different counties. With the COVID-19 pandemic, ADPH found that many individuals were not trained on infectious disease and emergency management.

Inability to gather as a group due to COVID-19 restrictions, present a challenge to meetings and acquiring speakers for presentations. Statewide broadcast via satellite conference and live webcast provide a platform to conduct training meetings without group gatherings.

Appendix A: Supervisory Training Schedule

The supervisory training covers topics about Family Medical Leave Act, Interview and Selection, Performance Appraisal, and the Discipline Process. The supervisory Training targets Tier 2 and Tier 3 leadership and systems competencies.

Table 4 – 2022 Supervisory Training Schedule			
Date	Time	Location	Trainers
February 28 – March 2, 2022	9:00AM-4:30PM	Southwestern District DW McMillan Hosp Comp Rm, Brewton	Ken Harrison Brent Hatcher
March 8 – March 10, 2022	9:00AM-4:30PM	West Central District Tuscaloosa County Health Department	Ken Harrison Brent Hatcher
April 12 – April 14, 2022	9:00AM-4:30PM	Central / East Central Prattville Training Annex – Training Rooms A & B	Ken Harrison Brent Hatcher
April 19 – April 21, 2022	9:00AM-4:30PM	Montgomery County Health Department	Ken Harrison Brent Hatcher
May 10 – May 12, 2022	9:00AM-4:30PM	Southeastern District Pike County Health Department	Ken Harrison Brent Hatcher
June 14 – June 16, 2022	9:00AM-4:30PM	Central Office-Prattville Training Annex, Training Rooms A&B	Ken Harrison Brent Hatcher
July 12 – July 14, 2022	9:00AM-4:30PM	Northern District Morgan County Health Department	Ken Harrison Brent Hatcher
September 13 – September 15, 2021	9:00AM-4:30PM	Central- Prattville Training Annex, Training Rooms A&B	Ken Harrison Brent Hatcher
November 15 – November 17, 2021	9:00AM-4:30PM	Southwestern District Monroe County Health Department	Ken Harrison Brent Hatcher

Appendix B: Soft Skills Training Schedule

The Soft Skill Training Schedule addresses the communication skills competency. The ongoing Soft Skill trainings were “Understanding Yourself” and “Work Life Balance”.

Table 5 – 2022 Soft Skills Training Schedule				
Training	Date	District	Location	Time
Understanding Yourself	3/15/2022	CHIP	RSA Tower, RM 982	8:30AM-4:30PM
Understanding Yourself	3/16/2022	CHIP	RSA Tower, RM 982	8:30AM-4:30PM
Understanding Yourself	3/17/2022	CHIP	RSA Tower, RM 982	8:30AM-4:30PM
Understanding Yourself	3/22/2022	DIS	Guntersville	8:30AM-4:30PM
Understanding Yourself	3/23/2022	DIS	Guntersville	8:30AM-4:30PM
Work Life Balance	3/29/2022	CHIP	RSA Tower, RM 982	9:00AM-12:00PM
Work Life Balance	3/29/2022	CHIP	RSA Tower, RM 982	1:00PM-4:00PM
Work Life Balance	3/30/2022	CHIP	RSA Tower, RM 982	9:00AM-12:00PM
Understanding Yourself	3/31/2022	Central Office/EC	RSA Tower, RM 982	8:30AM-4:30PM
Work Life Balance	4/1/2022	Central Office/EC	RSA Tower, RM 982	9:00AM-12:00PM
Understanding Yourself	4/27/2022	Southeastern	Pike Co. HD	8:30AM-4:30PM
Work Life Balance	4/28/2022	Southeastern	Pike Co. HD	9:00AM-12:00PM
Understanding Yourself	5/25/2022	Behavioral Health	Prattville Annex	8:30AM-4:30PM

Table 5 – 2022 Soft Skills Training Schedule				
Training	Date	District	Location	Time
Work Life Balance	5/26/2022	Behavioral Health	Prattville Annex	9:00AM-12:00PM
Understanding Yourself	6/21/2022	Southwestern	Monroe Co. HD	8:30AM-4:30PM
Dealing with Difficult People	6/22/2022	Southwestern	Monroe Co. HD	8:30AM-4:30PM
Critical Customer Service Skills	6/23/2022	Southwestern	Monroe Co. HD	9:00AM-12:00PM
Work Life Balance	6/23/2022	Southwestern	Monroe Co. HD	1:00PM-4:00PM
Understanding Yourself	7/26/2022	Northern	Morgan Co. HD	8:30AM-4:30PM
Dealing with Difficult People	7/27/2022	Northern	Morgan Co. HD	8:30AM-4:30PM
Critical Customer Service Skills	7/28/2022	Northern	Morgan Co. HD	9:00AM-12:00PM
Work Life Balance	7/28/2022	Northern	Morgan Co. HD	1:00PM-4:00PM
Understanding Yourself	8/16/2022	Central Office/EC	RSA Tower, RM 982	8:30AM-4:30PM
Dealing with Difficult People	8/17/2022	Central Office/EC	RSA Tower, RM 982	8:30AM-4:30PM
Critical Customer Service Skills	8/18/2022	Central Office/EC	RSA Tower, RM 982	9:00AM-12:00PM
Work Life Balance	8/18/2022	Central Office/EC	RSA Tower, RM 982	1:00PM-4:00PM
Understanding Yourself	9/27/2022	Southwestern	Baldwin Co. Annex	8:30AM-4:30PM
Dealing with Difficult People	9/28/2022	Southwestern	Baldwin Co. Annex	8:30AM-4:30PM
Critical Customer Service Skills	9/29/2022	Southwestern	Baldwin Co. Annex	9:00AM-12:00PM
Work Life Balance	9/29/2022	Southwestern	Baldwin Co. Annex	1:00PM-4:00PM

Table 5 – 2022 Soft Skills Training Schedule

Training	Date	District	Location	Time
Understanding Yourself	10/11/2022	West Central	Tuscaloosa Co. HD	8:30AM-4:30PM
Dealing with Difficult People	10/12/2022	West Central	Tuscaloosa Co. HD	8:30AM-4:30PM
Critical Customer Service Skills	10/13/2022	West Central	Tuscaloosa Co. HD	9:00AM-12:00PM
Work Life Balance	10/13/2022	West Central	Tuscaloosa Co. HD	1:00PM-4:00PM
Understanding Yourself	11/8/2022	Central Office/EC	Prattville Annex	8:30AM-4:30PM
Dealing with Difficult People	11/9/2022	Central Office/EC	Prattville Annex	8:30AM-4:30PM
Critical Customer Service Skills	11/10/2022	Central Office/EC	Prattville Annex	9:00AM-12:00PM
Work Life Balance	11/10/2022	Central Office/EC	Prattville Annex	1:00PM-4:00PM
Understanding Yourself	12/13/2022	Central Office/EC	Prattville Annex	8:30AM-4:30PM
Dealing with Difficult People	12/14/2022	Central Office/EC	Prattville Annex	8:30AM-4:30PM
Critical Customer Service Skills	12/15/2022	Central Office/EC	Prattville Annex	9:00AM-12:00PM
Work Life Balance	12/15/2022	Central Office/EC	Prattville Annex	1:00PM-4:00PM

Appendix C: On Demand Training Schedule

The On-Demand Training Schedule allows individuals to access the information. Supervisors can recommend increasing skills in employee competency. Also, employees can potentially gain CEUs within one year of the release date.

Table 6 – On Demand Training Schedule			
Training	Date Released	Location	Competency Addressed
Centralized Billing unit Post Implementation Update	04/10/2019	On-Demand	Communication Skills
Patient Services: Focusing on Equity and Inclusion so everyone wins	04/17/2019	On-Demand	Additional Skills
Breast and Cervical Cancer Screening: Keeping Pace with Advances in Prevention and Screening	06/26/2019	On-Demand	Communication Skills
Patient Driven Grouping Model	07/15/2019	On-Demand	Analytical/Assessment Skills
EPSDT Care Coordination Protocol Training	09/30/2019	On-Demand	Analytical/Assessment Skills
Creating Inclusive and Affirming Space for the LGBTQ Community	02/10/2020	On-Demand	Additional Skills
Alabama Department of Public Health Back to COVID-19 Training	08/04/2020	On-Demand	Communication Skills
Update Training for School Nurses, Administration and Faculty on the COVID-19 School Toolkit	10/08/2020	On-Demand	Analytical/Assessment Skills

Appendix D: Healthicity Training Schedule

The Healthicity Training Platform allows additional lessons available to all personnel. Supervisors can assign topics to address areas personal development.

Table 7 – Healthicity Training Schedule		
Training	Location	Competency Addressed
<ul style="list-style-type: none"> • Business Report Writing Skills • Communication and Ethics • Communication Barriers • Good Communication • Interview Skills • Lead by Listening • Making Meetings Matter • Workplace Communication (Presentations and Non-verbal Communication) 	Online	Communication Skills
<ul style="list-style-type: none"> • Managing Conflict in the Workplace • Productive Conflict Resolution – An introduction 	Online	Leadership and Systems Thinking Skills
<ul style="list-style-type: none"> • Complaint Handling • Customer Service Success • Excellence in Customer • Five Steps to Problem-Solving and Diffusing Upset Customers • Handling Customer Complaints • Mastering the Telephone: Basic Skills • Stellar Customer Service Best Practice • Telephone Etiquette • Vulnerable Customer 	Online	Communication Skills
<ul style="list-style-type: none"> • Budget Like a Boss • Budgeting Basics 	Online	Financial Planning and Management Skills
<ul style="list-style-type: none"> • Stress at Work • Stress Management – Stress Awareness Comes First • Stress Management – Taking Care of Yourself • Stress, Emotions, and Ethics 	Online	Health and Wellbeing

<ul style="list-style-type: none"> • Communication Styles and Emotional Intelligence • Dealing with Performance Issues • Developing Employees • Discipline and Grievance • HR for NON-HR Managers • Preventing Workplace Discrimination and Harassment for Employees • Preventing Workplace Discrimination and Harassment for Managers • What Makes a Great Place to Work 	<p>Online</p>	<p>Financial Planning and Management Skills</p>
<ul style="list-style-type: none"> • A Motivators Toolkit • Choosing the Best Person for the Task • Communication Skills all Managers Must Master • Conducting Effective Meetings • Developing Management Skills • Effective Listening • Employee Motivation and Ethics • Essential Time Management Tools • Feedback and Non-Verbal Communication • Five Tips for New Managers and Supervisors • Gain Control of Work Life Balances • Leadership and Management – Coaching Others • Leadership and Management – Stress Management • Leadership versus Management • Management and Leadership – Dealing with Difficult Staff • Management Skills – What does it Take • Management, Communication and Growth • Managing Change • Performance – A Manager’s Responsibility • Performance – Coaching Conversations • Teams and Ethics • Time Management for Managers 	<p>Online</p>	<p>Leadership and Systems Thinking Skills</p>

<ul style="list-style-type: none"> • Coaching Skills • Conflict Management • Effective Communication • Emotional Intelligence • Managing Stress 	<p>Online</p>	<p>Cultural Competency Skills</p>
<ul style="list-style-type: none"> • Medicare Training: General Compliance • Medicare Training: Fraud, Waste and Abuse • The Basics of HIPAA Privacy and Security and HITECH • Descripción General de Privacidad y Seguridad HIPAA Workplace/Sexual Harassment • Annual Health Care Compliance Overview • Bloodborne Pathogens and Your Organization’s Exposure Control Plan Compliance Training for Healthy Plan Board Members • Confidentiality Agreements: What is Your Role? • EMTALA and Patient Intake • EMTALA in a Nutshell • Fire Safety in Healthcare Facilities • HIPAA Privacy and Security Overview • How to Avoid the Top 10 OSHA Reported Incidents • OSHA and Workplace Safety • Patient and Workplace Safety Measures • Preventing Conflicts of Interest: Ethical Conduct • Sexual Harassment Prevention for Employees • Standards of Conduct • Steps to Minimize Workplace-Related Injuries • Why Emergency Action Plans Matter • Workplace Safety: Ensuring a Drug-Free Workplace for Employees 	<p>Online</p>	<p>Policy Development/ Program Planning Skills</p> <p>Leadership and Systems Thinking Skills</p>

Annex A: Workforce Development Implementation Plan (last updated 3.30.2022)

Program Mission: Create a learning culture which provides ADPH employees with opportunities to develop personally and professionally

Strategy 1: Attract qualified candidates that help meet the needs of public health capacity and have a passion for public health

Strategy 2: Work toward a healthier workplace environment so that existing public health staff are more likely to stay and grow within ADPH

Strategy 3: Provide training programs and initiatives for staff to develop personally and professionally to deliver high quality public health services

Strategy 4: Evaluate the meaningfulness of the Workforce Development program and plan for future improvement

*Activities that work toward goals and objectives within the ADPH Strategic Plan.

Strategy 1: Attract qualified candidates that help meet the needs of public health capacity and have a passion for public health

Person Responsible	Activity	Target Audience	Reporting Requirement (Reporting Deadline)
EEOC Officer	Collaborate with HBCUs located in Alabama to participate in career fairs and specialty groups to share public health's mission and consideration as an employment option	HBCUs located in Alabama	Number of HBCU job fairs attended by ADPH representatives (December 2022)
Workforce Development Coordinator	Coordinate the placement of non-clinical interns with an interest in public health	Potential interns	Number of non-clinical interns placed with ADPH stratified school, degree type, placement location (December 2022)
Nursing Division	Coordinate the placement of clinical, nursing interns with an interest in public health	Potential RN interns	Number of nursing interns placed with ADPH stratified school, degree type, placement location (December 2022)
State Nutritionist	Coordinate the placement of dietitian and nutritionist interns with an interest in public health	Potential nutrition interns	Number of nutritionist interns placed with ADPH stratified school, degree type, placement location (December 2022)
Social Work Director	Coordinate the placement of clinical, social work interns with an interest in public health	Potential SW interns	Number of social work interns placed with ADPH stratified school, degree type, placement location (December 2022)

Strategy 2: Work toward a healthier workplace environment so that existing public health staff are more likely to stay and grow within ADPH

Person Responsible	Activity	Target Audience	Reporting Requirement (Reporting Deadline)
Workforce Development Coordinator	Coordinates WorkLife Balance training to address work life balance and employee retention	All ADPH staff	Number of staff completing WorkLife Balance training (December 2022)
Workforce Development Coordinator	Conduct salary surveys to ensure compensation is comparable and competitive to surrounding state governments	All ADPH staff	Internal research conducted to complete salary surveys for Epidemiologists, Nutritionists, Disease Intervention Specialists, Radiation Control, Emergency Management Services (December 2022)
WIC Division	Promote the availability of the lactation room for employees in the RSA Tower to increase awareness	All ADPH staff	Number of promotional emails distributed to the RSA Tower (December 2022)
Director of Employee Relations	Encourage the use of EAP for ADPH staff to utilize as a means for mental health care	All ADPH staff	Number of referrals to EAP for department employees and their dependents (December 2022)
Clinical Management and Practice	Provide CEUs for nurses and social workers employed by ADPH so that employees are not burdened with this requirement outside of work hours in order to maintain their licenses	ADPH Nurses and Social Workers	Number of CEUs approved by CMP for ADPH programs by license type and hour type, where applicable (December 2022)

Strategy 3: Provide training programs and initiatives for staff to develop personally and professionally to deliver high quality public health services

Person Responsible	Activity	Target Audience	Reporting Requirement (Reporting Deadline)
Workforce Development Coordinator	Strengthen relationships among staff through development of stronger communication skills through the Understanding Yourself course*	All ADPH Staff	Increase the percent of staff completing Understanding Yourself by 10% compared to 2021 (December 2022)
Workforce Development Coordinator	Evaluate the percent of staff who have completed Understanding Yourself and are utilizing the skills and concepts 6 months after training completion*	Staff who have completed Understanding Yourself	Conduct a baseline survey of 2021 participants (June 2022); Collect new data from 2022 participants (June 2023)
Workforce Development Coordinator	Implement emotional intelligence training*	Staff who have completed Understanding Yourself	Percent of staff who have completed emotional intelligence training (December 2022)
Workforce Development Coordinator	Evaluate the percent of staff who have completed emotional intelligence training and are utilizing the skills and concepts 6 months after training completion*	Staff who have completed emotional intelligence training	Conduct a baseline survey of 2022 participants (June 2023); Collect new data from 2023 participants (June 2024)
Workforce Development Coordinator	Implement Critical Customer Care Skills (CCCS) training*	Staff who have completed emotional intelligence training	Percent of staff who have completed CCCS training (December 2022)
Workforce Development Coordinator	Evaluate the percent of staff who have completed CCCS training and are utilizing the skills and concepts 6 months after training completion*	Staff who have completed CCCS training	Conduct a baseline survey of 2022 participants (June 2023); Collect new data from 2023 participants (June 2024)
Workforce Development Coordinator	Establish a mechanism to reward demonstration of good customer service skills*	Staff that answer main phone lines	Establish a process for conducting mystery shopper phone calls and recognizing good customer service skills (August 2022). Establish baseline data (December 2022)
Workforce Development Coordinator	Improve customer service standards by assessing existing policy, addressing gaps, and aligning policy and training content*	All ADPH Staff	Complete policy development and/or update (December 2022)

Strategy 4: Incorporate CQI concepts into the Workforce Development Program

Person Responsible	Activity	Target Audience	Reporting Requirement (Reporting Deadline)
Workforce Development Coordinator	Evaluate the meaningfulness of the Workforce Development program and plan for future improvement	Bureau Directors and District Administrators	Collaborate with key ADPH leadership to understand how well the training needs are being met from their perspectives and identify opportunities to improve
Workforce Development Coordinator	Review feedback from training events to improve training content and method	Training Coordinators	Key findings that were or will be incorporated into trainings (December 2022)
Workforce Development Coordinator	Use needs assessment data to identify new training content	Workforce Development Program Staff	Review the Workforce Development Needs Assessment Survey questions and meaningfulness of data collected; Collaborate to add new topic-specific areas to this survey tool (December 2022)
Workforce Development Coordinator	Collaborate with ADPH Training Coordinators on topic specific workforce development efforts	Training Coordinators	Compile topic-specific training plans and connect to the Workforce Development Plan (December 2022)

Satellite Conference and Webcast Schedule

ALPHTN broadcasts live webcasts and satellite conferences for health professionals in Alabama and across the country. Please register to participate in these free programs.

- [View Upcoming Conferences You Have Already Registered For](#)
- [Continuing Education Credit Requirements](#)

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Fifth Annual Share Your Smile with Alabama Photo Contest News Conference

Friday, April 1, 2022 | 10:00 a.m. (Central Time)

The Alabama Department of Public Health (ADPH) Oral Health Office will hold a news conference to announce the winners of the fifth annual “Share Your Smile with Alabama” statewide photo contest. Two third grade students, one girl and one boy, will be selected from photo submissions and announced as the winners of the campaign. ADPH marketing campaigns will highlight the pair of third graders to promote children’s oral health. This contest is open to children living in Alabama who are either enrolled and attending third grade, or 8 to 10 years of age being home schooled. The official rules of the photo contest and additional contest information can be viewed at www.alabamapublichealth.gov/oralhealth/contest.html.

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Improving Lung Health of Patients with Sickle Cell Disease (SCD): Alabama Perspective

Wednesday, April 13, 2022 | 12:00 - 1:30 p.m. (Central Time)

Sickle Cell Disease (SCD) is the most common life-shortening autosomal recessive disorder that predominantly affects African Americans. Alabama has one of the highest rates of SCD according to the CDC. This program will discuss the disease and the promising curative therapies which should enhance efforts to maintain lung health in this population.

[Conference Flyer](#) | [Registration](#) | [Course Details](#)

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Page last updated: March 25, 2022

Resilience, Equity, Diversity, and Inclusion: Region IV

Details of the Region IV Learning Sessions

Goals:

- Identify and address root causes of burnout to build a resilient workforce.
- Recognize current strengths and areas of needed growth in addressing health equity.
- Explore the tools necessary for diversity, equity, and inclusion work.

Components:

- **Baseline Reflection Tool.** We ask that each participant fill out this short tool so we can gain a sense of where everyone is with (1) feelings of burnout and resilience and (2) our current understanding of the competencies necessary for health equity work. We will send a link out to the reflection tool in late March.
- **Session 1: Burnout, Resilience, and Meaningful Work.** 04/04 2PM Central: We are inviting a resilience expert to talk about understanding burnout and focusing on resilience as the foundation for work to advance health equity (Foster School of Business, University of Washington and MCH Navigator). **REGISTER HERE:** <https://bit.ly/Region4TA1>
- **Session 2: Guided Peer-to-Peer Learning.** 04/25 2PM Central: We will look at what Title V agencies across the country (including Region IV) are doing to address health equity and SDOH. Then we'll do an interactive SWOT analysis of where we are with health equity and where we would like to be. Finally, we will ask participants what skills they want to focus on in the upcoming sessions. (MCH Evidence Center and MCH Navigator/ATMCH). **REGISTER HERE:** <https://bit.ly/Region4TA2>
- **Session 3: Equity.** 05/16 2PM Central: We'll present asset framing as an innovative tool to advance health equity. Presenters will also summarize additional "tried and true" tools from the WDC toolkit (WDC). **REGISTER HERE:** <https://bit.ly/Region4TA3>
- **Session 4: Inclusion.** 06/06 2PM Central: We'll discuss inclusion, both internally in our workplace and at the community level for engagement with our multiple stakeholders (CityMatCH). **REGISTER HERE:** <https://bit.ly/Region4TA4>
- **Session 5: Diversity.** 06/27 2PM Central. We'll present strategies for fostering a skilled, flexible, and diverse workforce (as part the AMCHP Strategic Plan), including state-based case studies (AMCHP). **REGISTER HERE:** <https://bit.ly/Region4TA5>
- **Session 6: Putting It All Together.** 07/18 2PM Central: We'll debrief and share resources on resilience and health equity and well as allowing for reflection on what states plan to do going forward (MCH Navigator). Then we'll wrap up by tying what we're doing back to the evidence and how to ensure that your programs address disparities through Results-Based Accountability in meaningful, measurable, and moveable ways (MCH Evidence Center). **REGISTER HERE:** <https://bit.ly/Region4TA6>
- **Follow-Up Reflection Tool.** We'll follow up with a survey in late July to see how everyone is feeling about implementing what we've learned. Disaggregated responses will be available for all of Region IV and for each state.

Trainings for 2022

Data Visualization and Reporting Workshop: The effective communication of data to a variety of audiences is a key function of applied epidemiology. Advancement in techniques and tools to visualize and report data provide valuable resources for the ADPH data and analytics workforce to enhance capabilities to share important public health messages. OIDA is planning to provide epidemiologists, public health research analysts and others within ADPH the opportunity to develop and master these skills through a Data Visualization and Reporting Workshop in which participants will use their own data to learn the techniques and skills.

Restart of ClubEpi: It is essential for applied epidemiologists to have the opportunity to maintain and continuously improve analytic and technical skills. While developing subject matter expertise is important, collaboration across programs and topics provides an important opportunity to leverage the experience and expertise of the entire ADPH epidemiology workforce. As epidemiologists and public health research analysts, as well as other positions that work with data, are located within programs across the Department, the need to provide the opportunity to participate in a collaborative environment prompted the establishment of ClubEpi in 2010. ClubEpi continued with monthly meetings for 10 years until the demands of the COVID-19 pandemic required a pause in ClubEpi activities. In 2022, OIDA plans to restart ClubEpi activities to once again provide the opportunity for collaboration and skill development across programs.

SAS training: One of the key skills required of an ADPH epidemiologist is to analyze data using SAS Studio. While there are numerous trainings in SAS programming and other analytic tools, the majority are focused on industry and use sales or managerial datasets and analyses. The absence of trainings using real-world public health data and problems to solve is a barrier to effectively applying the concepts presented. OIDA is planning to partner with an academic institution to develop public health-specific SAS training sessions and on-demand modules to provide the opportunity to use real-world examples for epidemiologists in the development of analysis and programming capabilities.

2022 Improvements to the Security Awareness Training

The purpose of security awareness training is to minimize the risk that human error poses to information systems. To be effective, the training must be ongoing. It must educate users on how to identify current threats, and it must be adaptable to address emerging threats. The nature of security awareness training will change based on the threat environment. For instance, the greatest threat to information systems is email compromise in the form of phishing, which is the practice of sending fraudulent emails that appear to be from reputable companies, to elicit an action from a recipient like, revealing account credentials. As phishing methods change, it will be important to have tools to educate users on how to identify the evolving threat. Additionally, as new technology is developed, the department will need to have tools to keep users updated on any potential risks or cyber threats related to the technology. The training platform ADPH currently uses does not provide content updates with the haste needed to address emerging threats.

The current security awareness platform utilized by ADPH provides adequate training based on the current threat landscape. However, it does not provide updated content to address that rapidly changing landscape, so information may become outdated. It also does not provide tiered instructional tools that would provide additional training for things like, phishing remediation, for those who have failed more than one phishing campaign.

Fortunately, the department will be moving to a new platform that will allow for the creation of content to address the gaps in content. The Office of Information Technology (OIT) has contracted with Inspired eLearning to provide agencies with a more robust security awareness training platform.

Annex B: Division of Sexually Transmitted Diseases Prevention and Control Workplace Development Training
 Updated 3.31.2022

Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
<p>HIPAA Privacy and Security Policy</p> <p>Failure to comply may result in loss of employment.</p> <p>Employee must provide declaration they read and understood the policy to their immediate supervisor</p>	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	<p>New District STD DIS</p>	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	<p>Within 1 day of hire date; annually thereafter</p>	<p>Self-paced</p>	<p>https://adph.org/extranet/default.asp</p>
<p>Americans with Disabilities Act Employment Policy</p>	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	<p>New District STD DIS</p>	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	<p>Within 7 days of hire date; annually thereafter</p>	<p>Self-paced</p>	<p>https://adph.org/extranet/default.asp</p>

Annex B: Division of Sexually Transmitted Diseases Prevention and Control Workplace Development Training
Updated 3.31.2022

Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Discipline Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
Drug-Free Workplace Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
Equal Employment Opportunity/Affirmative Action Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Family and Medical Leave Act Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
Grievance Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
Professional Conduct Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Sexual Harassment Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
Policy against Workplace Threats and Violence	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
Abuse and/or Neglect Reporting Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Conflict of Interest for Employees Engaged in the Selection, Award, and Administration of Federally-Funded Contracts and Grants	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
ADPH Compliance Policy	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
Civil Rights Training	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	New District STD DIS	<p>Policy Development/Program Planning</p> <p>Leadership and Systems Thinking</p>	Within 7 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
HIV/AIDS Security and Confidentiality	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	Division of STD Central Office Staff and District STD DIS (Program Manager, DIS Senior, and DIS)	Public Health Science	Within 30 days of hire date; annually thereafter	Self-paced	https://adph.org/extranet/default.asp
Essentials of Public Health	<p>Failure to comply will result in loss of access to eHARS.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the Director, Division of STD.</p>	Division of STD Central Office Staff and District STD DIS (Program Manager, DIS Senior, and DIS)	Public Health Science	Within 30 days of hire date	Self-paced	https://adph.org/extranet/default.asp
Chlamydia Module	<p>Chlamydia Module: addresses the epidemiology, pathogenesis, clinical manifestations, diagnosis, management and prevention of STDs. Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Gonorrhea Module	<p>Gonorrhea Module: addresses the epidemiology, pathogenesis, clinical manifestations, diagnosis, management and prevention of STDs.</p> <p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Syphilis Module	<p>Syphilis Module: addresses the epidemiology, pathogenesis, clinical manifestations, diagnosis, management and prevention of STDs.</p> <p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Unit 1- Infectious Disease and Human Anatomy	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/
Unit 2-Syphilis	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/
Unit 3- Chlamydial Infection	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Unit 4- Gonorrhea	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/
Unit 6-HIV Infection and AIDS	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/
Unit 7- Tuberculosis	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Unit 8-Hepatitis	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/
Introduction to Partner Services for Partner Services Providers	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/
Communication Skills	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Communication	Within 30 days of hire date; as needed thereafter	6 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Interviewing Module	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	<p>Public Health Science</p> <p>Communication</p>	Within 30 days of hire date; as needed thereafter		https://www.train.org/cdctrain/
Field Investigation and Notification	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	<p>Public Health Science</p> <p>Communication</p>	Within 30 days of hire date; as needed thereafter	12 hour	https://www.train.org/cdctrain/
Syphilis Case Management and VCA	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	16 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Public Health 101 Series - Introduction to Public Health	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	0.3 hour	https://www.train.org/cdctrain/
Boots on the Ground Part 1: Foundational Epidemiology	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Public Health 101 Series - Introduction to Public Health Surveillance	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	0.3 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Public Health 101 Series - Introduction to Prevention Effectiveness	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	0.3 hour	https://www.train.org/cdctrain/
Public Health 101 Series - Introduction to Public Health Informatics	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 30 days of hire date; as needed thereafter	0.3 hour	https://www.train.org/cdctrain/
Referrals and Linkage to Care	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	<p>Public Health Science</p> <p>Communication</p>	Within 60 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Passport to Partner Services Modules (Course ID# 4299)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p> <p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 60 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
STD/HIV Partner Services Interview Demonstration Video (Course ID# 1091138)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science Communication	Within 60 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Integrating PrEP into Partner Services	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 60 days of hire date; as needed thereafter	0.25 hour	https://www.train.org/cdctrain/
Introduction to Telephone Interviewing for DIS (Course ID# 1090632)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	<p>Public Health Science</p> <p>Communication</p>	Within 60 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Introduction to Field Safety for DIS (Course ID# 1090980)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 60 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Sexual Orientation and Gender Diversity (Course ID# 1090755)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Cultural Competency	Within 60 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Listening with Skill	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New DIS DIS Program Managers DIS Senior	Communication	Within 60 days of hire date; annually thereafter	0.15 hour	https://www.train.org/cdctrain/
Listening Even When it's Difficult to Listen	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New DIS DIS Program Managers DIS Senior	Leadership and Systems Thinking Communication	Within 60 days of hire date; annually thereafter	0.3 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Navigating the Workplace with Emotional Intelligence	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Leadership and Systems Thinking	Within 60 days of hire date; annually thereafter	0.3 hour	https://www.train.org/cdctrain/
Becoming More Professional through Business Etiquette	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Leadership and Systems Thinking	Within 60 days of hire date; annually thereafter	0.2 hour	https://www.train.org/cdctrain/
Using Active Listening in Workplace Situations	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Communication	Within 60 days of hire date; annually thereafter	0.25 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Emotional Intelligence at Work	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Leadership and Systems Thinking	Within 60 days of hire date; annually thereafter	0.25 hour	https://www.train.org/cdctrain/
Giving Feedback	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Communication	Within 60 days of hire date; annually thereafter	0.05 hour	https://www.train.org/cdctrain/
Receiving Feedback	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Communication	Within 60 days of hire date; as needed annually	0.05 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Navigating Your Own Emotions	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Health and Wellbeing	Within 60 days of hire date; annually thereafter	0.3 hour	https://www.train.org/cdctrain/
Navigating Other People's Emotions	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Communication	Within 60 days of hire date; annually thereafter	0.3 hour	https://www.train.org/cdctrain/
Stress at Work	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Health and Wellbeing	Within 60 days of hire date; annually thereafter	0.5 hour	https://app.healthicity.com/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Stress Management – Stress Awareness Comes First	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Health and Wellbeing	Within 60 days of hire date; annually thereafter	0.5 hour	https://app.healthicity.com/
Stress Management – Taking Care of Yourself Stress, Emotions, and Ethics	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Health and Wellbeing	Within 60 days of hire date; annually thereafter	0.5 hour	https://app.healthicity.com/
Gender Diversity 101: Meeting Clients Where They are to Prevent HIV	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Cultural Competency	Within 60 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Diversity and Cultural Competency in Public Health Settings – Basic Level	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Cultural Competency	Within 60 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Phlebotomy	<p>Phlebotomy: Staff will learn how to perform venipuncture.</p> <p>Failure to comply may result in loss of employment.</p>	District STD DIS (Program Manager, DIS Senior, and DIS)	Additional	Within 60 days of hire date; annually thereafter	Self-paced	
Part 1: Introduction to CureMD	<p>CureMD: This training provides on instructions on how to use the agency’s electronic health records.</p> <p>Failure to comply will result in staff’s inability to access CureMD.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. Supervisor will facilitate the training.</p>	Division of STD new Central Office and District STD Staff (Program Manager, DIS Senior, DIS, and EPI Clerk)	Additional	Within 60 days of hire date; annually thereafter	2 hours	

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Part 2: CureMD patient Chart Introduction	<p>CureMD: This training provides on instructions on how to use the agency’s electronic health records.</p> <p>Failure to comply will result in staff’s inability to access CureMD.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. Supervisor will facilitate the training.</p>	Division of STD new Central Office and District STD Staff (Program Manager, DIS Senior, DIS, and EPI Clerk)	Additional	Within 60 days of hire date; annually thereafter	2 hours	
Part 3: CureMD Registration Adding a Patient	<p>CureMD: This training provides on instructions on how to use the agency’s electronic health records.</p> <p>Failure to comply will result in staff’s inability to access CureMD.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. Supervisor will facilitate the training.</p>	Division of STD new Central Office and District STD Staff (Program Manager, DIS Senior, DIS, and EPI Clerk)	Additional	Within 60 days of hire date; annually thereafter	2 hours	
Part .4: CureMD Registration Scheduler	<p>CureMD: This training provides on instructions on how to use the agency’s electronic health records.</p> <p>Failure to comply will result in staff’s inability to access CureMD.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. Supervisor will facilitate the training.</p>	Division of STD new Central Office and District STD Staff (Program Manager, DIS Senior, DIS, and EPI Clerk)	Additional	Within 60 days of hire date; annually thereafter	2 hours	

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Part 5: CureMD Clinical Introduction	<p>CureMD: This training provides on instructions on how to use the agency’s electronic health records.</p> <p>Failure to comply will result in staff’s inability to access CureMD.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. Supervisor will facilitate the training.</p>	Division of STD new Central Office and District STD Staff (Program Manager, DIS Senior, DIS, and EPI Clerk)	Additional	Within 60 days of hire date; annually thereafter	2 hours	
Introduction to Trauma Informed Care for DIS (Course ID# 1090752)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science Communication	Within 90 days of hire date; as needed thereafter	0.4 hour	https://www.train.org/cdctrain/
Introduction to Public Health Detailing (Course ID# 1091014)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 90 days of hire date; as needed thereafter	3.5 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Transgender Health 101: A Foundation Course on Transgender People and Public Health	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Cultural Competency	Within 90 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Transgender Health 102: Transgender Patient-Provider Relationships	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Cultural Competency	Within 90 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Transgender Health 103: LGBTQ+ Healthcare Workplace Inclusion	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Cultural Competency	Within 90 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Affirming LGBT People through Effective Communication	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Cultural Competency	Within 90 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Overview of Public Health Data	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 90 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/
Analysis and Interpretation of Public Health Data: Part 1	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Science	Within 90 days of hire date; as needed thereafter	1 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Exploring Cross Cultural Communication	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	<p>Cultural Competency</p> <p>Communication</p>	Within 90 days of hire date; as needed thereafter	2.5 hour	https://www.train.org/cdctrain/
Improving Your Communication Skills	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Communication	Within 120 days of hire date; as needed thereafter	2 hour	https://www.train.org/cdctrain/
Molecular HIV Surveillance	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Public Health Sciences	Within 120 days of hire date; as needed thereafter	0.5 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Clarity and Conciseness in Business Writing	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Communication	Within 180 days of hire date; as needed thereafter	0.3 hour	https://www.train.org/cdctrain/
Soft Skills In Crisis Management for Responders	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Leadership and Systems Thinking	Within 180 days of hire date; as needed thereafter	3 hour	https://www.train.org/cdctrain/
Working with Community Partners (Basics of Public Health Preparedness)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	<p>Leadership and Systems Thinking</p> <p>Policy Development/Program Planning</p> <p>Communication</p>	Within 180 days of hire date; as needed thereafter	0.2 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Understanding Yourself – The Key to Success	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Health and Wellbeing	Within 180 days of hire date; annually thereafter	Self-paced	https://doodle.com/poll/uacq7sh3rdq3waq2
Work Life Balance	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>New DIS</p> <p>DIS</p> <p>Program Managers</p> <p>DIS Senior</p>	Health and Wellbeing	Within 180 days of hire date; annually thereafter	Self-paced	https://doodle.com/poll/36c7f2fa3ffd728c
IS-100.C: Introduction to the Incident Command System, ICS 100	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Additional	Within 1 year of hire date; as needed thereafter	2 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
IS-200.C: Basic Incident Command System for Initial Response	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Additional	Within 1 year of hire date; as needed thereafter	4 hour	https://www.train.org/cdctrain/
IS-700.B: An Introduction to the National Incident Management System	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Additional	Within 1 year of hire date; as needed thereafter	3.5 hour	https://www.train.org/cdctrain/
IS-800.D: National Response Framework, An Introduction	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	New District STD DIS	Additional	Within 1 year of hire date; as needed thereafter	3 hour	https://www.train.org/cdctrain/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Creating Inclusive and Affirming Space for the LGBTQ Community	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>Program Managers</p> <p>DIS Senior</p>	Cultural Competency	Annually	0.5 hour	https://app.healthicity.com/
Managing Conflict in the Workplace	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>Program Managers</p> <p>DIS Senior</p>	Leadership and Systems Thinking	Annually	0.5 hour	https://app.healthicity.com/
Productive Conflict Resolution – An introduction	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>Program Managers</p> <p>DIS Senior</p>	Leadership and Systems Thinking	Annually	0.5 hour	https://app.healthicity.com/

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Training Class	Description	Target Audience	Competencies Addressed	Scheduled	Duration	Mode
Writing an Outbreak Report (I is for Investigation, Session 6)	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>Program Managers</p> <p>DIS Senior</p>	Communication	Annually	0.5 hour	https://www.train.org/cdctrain/
Strategic Skills Training Series: Introduction to Change Management	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>Program Managers</p> <p>DIS Senior</p>	<p>Leadership and Systems Thinking</p> <p>Policy Development/Program</p>	Annually	1 hour	https://www.train.org/cdctrain/
Coaching and Mentoring: Learning with and from Others	<p>Failure to comply may result in loss of employment.</p> <p>There is no need to notify anyone you have completed the training, nor is a certificate necessary. The program automatically logs your account as being completed. Should you like a certificate of completion, one is available but is for your records only. Direct questions regarding the training to the First Line Supervisor.</p>	<p>Program Managers</p> <p>DIS Senior</p>	<p>Leadership and Systems Thinking</p> <p>Policy Development/Program</p> <p>Communication</p>	Annually	0.3 hour	https://www.train.org/cdctrain/

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Prison Rape Elimination Act (PREA)	Provide certificate(s) to supervisor upon completion of training.	Program Managers DIS Senior DIS	Additional	Every two years	2 hours	https://www.adocvolunteering.com/ General Volunteer Services and Women's Services