



INSTRUCTIONS FOR TRAINING

TO: All Employees

FROM: Human Resources

Instructions for completing applicable training will be emailed from Nancy Morgan to employees after their initial date of employment. The instructions will navigate the employee through United Educators Training in their personal learning portal. Employees will be asked to complete the following courses where applicable. The courses might include, but will not be limited to:

- 1) Mosaic: Prevent Sexual Violence Together
- 2) Workplace Harassment Prevention
- 3) Driver Safety Training