

## ZSFG Master Training Grid All Staff

TRAININGS	TRAINING OVERVIEW	TRUE NORTH ALIGNMENT	DIRECTIVE FROM	REQUIREMENT	TARGETED AUDIENCE	DATES	REGISTRATION INFORMATION	MAIN CONTACT	PAYMENT
New Employee Orientation (NEO)	New Employee Orientation (NEO) is an established policy of Zuckerberg San Francisco General Hospital. NEO is provided to ensure that all new employees have the information, resources, and support necessary to perform their job safely and successfully.	Equity, Safety, Quality, Care Experience, Developing Our People	ZSFG	Mandatory	All Staff	Online Course via SF Learning	Assigned to all new employees	Department of Education and Training	FREE
Compliance and Privacy Training	Understanding how HIPAA and state privacy rules protect the privacy and security of our patients' confidential information. What your responsibilities are for using and protecting health information (PHI), including using electronic devices. How to report an actual or suspected Privacy Breach.	Equity, Safety, Quality, Care Experience, Developing Our People	DPH	Mandatory	All Staff	Online Course via SF Learning	Assigned to all newly hired staff and to all existing staff of an annual basis.	Office of Compliance and Privacy Affairs	FREE
Workplace Violence Prevention	Comprehensive online course covering ZSFG's Workplace Violence Prevention Plan including an introduction to Nonviolent Crisis Intervention Training	Safety, Equity, Care Experience, Developing Our People	ZSFG	Mandatory	All Staff	Online Course via SF Learning	Assigned to all newly hired staff and to all existing staff of an annual basis.	Department of Education and Training	FREE
Ethics Training	The goal of this training is to provide you with an overview of many of the ethical rules that apply to you in the course of your work for the City.	Equity, Care Experience, Developing our people	DHR	Required	DPH Staff	Online	<a href="#">Click here for more information</a>	<a href="#">Click here for more information</a>	FREE

Online Harassment Prevention Training	The <b>purpose</b> of this <b>training</b> is to prevent and eliminate <b>harassment</b> in the workplace by supervisors, managers, co-workers, contractors, vendors, and any other individual with whom DPH personnel come into contact by virtue of their work with/for the DPH, and to take all necessary steps to avoid harm to an employee	Safety, Developing our people	DHR	Required	DPH Staff	Online	<a href="#">Click here for more information</a>	<a href="#">Click here for more information</a>	FREE
Workplace Bullying Training	The purpose of this training is to understand what workplace bullying is, the types of bullying, how to identify & prevent it from happening.	Safety, Developing our people		Required	DPH Staff	Online	<a href="#">Click here for more information</a>	<a href="#">Click here for more information</a>	FREE
Communicating Across Cultures	Learn step-by-step strategies to improve communication, enhance trust, and build productivity with team members from different cultures.	Equity, Care Experience, Developing Our People	DHR	Optional	All Staff	<a href="#">Click for more Information</a>	<a href="#">Click for more Information</a>	DHR	Requester or Department pays for training
Managing Implicit Bias: Creating Awareness and Building Inclusion	In this training, participants will understand the effects of bias on decision-making, as we learn tools to continue creating inclusion in our daily lives.	Equity, Care Experience, Developing Our People	DHR	Optional	All DPH Staff	<a href="#">Click for More Information</a>	<a href="#">Registration Information</a>	DHR	Requester or Department pays for training
<b>Communicating Across Cultures</b>	Examine the powerful role culture can play in driving perceptions of people from a different culture, creating a culture of miscommunication and mistrust. The program helps explore strategies to enhance communication and build a culture of trust.	Equity, Care Experience, Developing Our People, Quality	DHR	Optional	All DPH staff	<a href="#">Click here for More information.</a>	<a href="#">Click here for More information.</a>	DHR	Requester or Department pays for training

Respect in the Workplace	Learn tools to positively interact with co-workers in the workplace to create an environment of trust and respect. Discuss team expectations and behaviors with your team members to help create a respectful workplace.	Developing our people, Care Experience, Equity	DHR	Optional	Team retreat	<a href="#">Click here for more information</a>	<a href="#">Click here for more information</a>	DHR Workforce Development at <a href="mailto:wd.dhr@sfgov.org">wd.dhr@sfgov.org</a>	Requester or Department pays for training
Other trainings offered by DHR	Courses for City employees at all levels to develop professional skills for success in the workplace.	Equity, Care Experience, Developing Our People, Quality	DHR	Varies	Varies	<a href="#">Click here for more information</a>	<a href="#">Click here for more information</a>	DHR	Varies