

REQUIRED TRAINING* 2025



This Required Training Resource provides an overview of the training that is required for Executive Branch employees. Agencies are responsible for knowing, assigning, tracking, and reporting on required training completion for their agency staff. Agencies are also responsible for determining what required training should be completed by agency staff.

Agency staff should direct questions about required training to the contact listed in the Contact (for more information) section of the Required Training Resource.

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* These training sessions are required of State employees or contractors as designated. In some cases, agency heads are responsible for providing training/awareness programs. The COVLC courses noted fulfill these requirements; agencies may provide comparable or companion training in-house in some situations.

** Where ongoing employee education is noted, it is recommended that agencies provide ongoing education related to the topic/course. This could include employee reminders, annual expectations to complete the module, or other options to provide ongoing education to ensure employees are clear about the course topic. It is the agency's discretion on how to provide ongoing employee education.

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Topic or Course	Targeted Audience	Mandated By	Frequency	Training Available	COVLC** Course Title	Contact (for more information)	Length
Alcohol & Other Drugs Policy 1.05	All Executive Branch salaried and wage employees (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General) and contractors ¹	DHRM Policy 1.05 Title 2.2 of the Code of Virginia For federal contractors and grantees ¹ the federal Drug Free Workplace Act	Orientation; Ongoing employee education.	E-learning module in COVLC for all employees. Contract workers should receive comparable training as required in contracts	DHRM - MVP – Policy - Alcohol and Other Drugs Policy 1.05 MVP - Espanol - Política de Alcohol y Otras Drogas 1.05	Agency Training Coordinator COVLC Help Desk	20 minutes
Alcohol & Other Drugs Policy 1.05	All Executive Branch supervisors (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office	DHRM Policy 1.05 Title 2.2 of the Code of Virginia For federal contractors and grantees ¹ the federal Drug Free Workplace Act	Orientation; Ongoing employee education.	E-learning module in COVLC for all supervisors. Contract workers should receive comparable training as required in contracts	DHRM - MVP – Policy - Recognizing Drug and Alcohol Use in the Workplace	Agency Training Coordinator COVLC Help Desk	20 minutes

¹ **Federal** contractors/grantees must also ensure that contract workers meet requirements of the **federal** Drug Free Workplace Act.

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	of the Attorney General)						
Civility in the Workplace Policy 2.35	All Executive Branch salaried and wage employees (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General) Contract workers must be provided comparable training by their employers	DHRM Policy 2.35, Civility in the Workplace Agencies must ensure that contract workers or other third parties are made aware of this policy and are provided with related training.	Orientation; Ongoing employee education.	E-learning module in COVLC for all employees.	DHRM - MVP - Policy - Civility in the Workplace	Agency Training Coordinator COVLC Help Desk Contractor Training on Sexual Harassment	45-50 minutes
Grievance Procedure	All Executive Branch agency employees . Training focuses on procedure for classified employees	Code of Virginia §2.2-3000	Agencies are required to familiarize employees with their grievance rights.	E-learning module in COVLC for all employees.	EDR – Workplace Dispute Resolution Services Overview	Agency Training Coordinator EDR	30 minutes

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Grievance Procedure	All Executive Branch supervisors and managers	Code of Virginia §2.2-3000	Supervisors are required to be trained in the grievance procedure.	E-learning module in COVLC for supervisors and managers.	DHRM - MVP - Policy - Understanding & Using the Grievance Procedure	Agency Training Coordinator EDR	1 hour
Human Resource Overview Training ²	Directors of agencies (including presidents ³ of higher education institutions) and chief human resource officers in Executive Branch	Code of Virginia § 2.2-1209	Within six months of appointment of the agency director; Once every 4 years thereafter.	E-learning module for agency directors, higher education institution presidents, and chief human resource officers. Agency's chief human resource officer to provide training to agency director on agency's companion HR policies on ongoing basis.	DHRM - Human Resource Overview for Agency Directors	Agency Training Coordinator COVLC Help Desk	60 minutes
Performance Management [General supervisory principles]	Supervisors and managers	Appropriation Act	Ongoing.	E-learning curriculum in COVLC for supervisors and managers.	DHRM - MVP - Performance Curriculum	Agency Training Coordinator COVLC Help Desk	2 hours, 50 minutes

² Requirement mandated by Code of Virginia 7-1-17.

³ Higher education presidents may delegate to a designee.

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					Enhancing Employee Performance Track		
Performance Management [DHRM Policy] (Under Revision)	Supervisors and managers	Appropriation Act	Ongoing. <i>Expected to be updated in 2026.</i>	E-learning curriculum in COVLC for supervisors and managers.	DHRM – MVP - Performance Curriculum Performance Management Track	Agency Training Coordinator COVLC Help Desk	2 hours, 30 minutes
Statement of Economic Interest (SOEI)/ Conflict of Interest Act	All employees in positions requiring completion of Statement of Economic Interest (SOEI).	§2.2-3128 - 3130 of the Code of Virginia.	Training must be completed within two months after becoming designated as a state filer; Every two years, thereafter.	(One of three options available – check with agency HR office or training coordinator) <i>Module developed by Office of the Attorney General</i>	OAG 2024 Conflict of Interest Act Training	Agency Training Coordinator OAG	60 minutes
Statement of Economic Interest (SOEI)/ Conflict of Interest Act	All employees in positions requiring completion of SOEI.	§ 30-356 of the Code of Virginia	Training must be completed within two months after becoming designated as a state filer; Every two years, thereafter.	(One of three options available – check with agency HR office or training coordinator) <i>Module developed by Ethics Council</i>	COV – State Officer and Employee Conflict of Interests Act Training	Agency Training Coordinator Ethics Council	60 minutes

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					(will be directed to Ethics Council website to complete the module)		
Statement of Economic Interest (SOEI)/ Conflict of Interest Act	All employees in positions requiring completion of SOEI.	§ 30-356 of the Code of Virginia	Training intervals noted above.	<i>(One of three options available – check with agency HR office or training coordinator)</i> <i>Agency-developed course which meets code requirements and has been vetted through Office of Attorney General and Ethics Council.</i>	Check with Agency Training Coordinator	Agency Training Coordinator	Varies
Virginia State Employee Safety & Disaster Awareness Training	All employees	Chief of Staff (Training developed by Virginia Department of Emergency Management (VDEM)) § 2.2-1212 of the Code of Virginia	Orientation; Required annually.	E-learning module in COVLC for all employees.	VDEM - Virginia State Employee Safety & Disaster Awareness Training 2025	Agency Training Coordinator VDEM	30 minutes

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Diversity in the Workplace Overview	All employees	§ 2.2-1211 of the Code of Virginia and the Governor's Office of Diversity, Equity and Inclusion	Within 90 days of commencing or recommencing employment.	E-learning module in COVLC for all employees.	COV - Working Together for Virginia (replaces prior DHRM - The Road to Cultural Competence course)	Agency Training Coordinator owe@dhrm.virginia.gov	10 minutes
Equal Employment Opportunity (New Requirement)	All Executive Branch Employees (covered under the Virginia Personnel Act)	Department of Human Resource Management Policy 2.05 - Equal Employment Opportunity	Within 60 days of commencing or recommencing employment. All current employees to complete by March 1, 2026.	E-learning module in COVLC for all employees.	DHRM - MVP – Policy - Understanding EEO and EEO Related Processes	Agency Training Coordinator owe@dhrm.virginia.gov	60 minutes
Information Security Awareness Training	All IT System Users: Agency managers, supervisors, and employees; contractors	Virginia Information Technologies Agency SEC527 – Cybersecurity Awareness Training Standard	Within 30 days of initial employment or contract engagement and annually each year thereafter; When required by systems changes;	Executive Branch – KnowBe4 Training Platform. Or, Agency-developed or procured training.	Check with agency training coordinator or agency information security officer for training. KnowBe4 Training Modules	Agency Training Coordinator Agency Information Security Officer	Varies

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					are not included in the COVLC.		

Please direct questions about these courses or their content to your agency training coordinator and/or to the noted agency content owner.

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