

DEVELOPING NEW EMPLOYEES AND MANAGERS

Foundational Training Program



Governor's Expectation

Beginning June 1, 2023, all Executive Branch agencies who are subject to ORS 240 will have their new managers enroll into the Foundational training program within five (5) business days of their position start date.

The Governor's Office has approved a four (4) month completion deadline for the training starting April 1, 2024. Therefore, any new managers hired on or after April 1, 2024, will be required to complete the Foundational training program within four (4) months of their position start date.

Implementation

- **New Manager:** Includes any new manager to the executive branch or current executive branch employees who are promoted into a permanent or limited duration supervisory management position need to complete the training.
- **Enrollment:** New managers must be enrolled into a cohort within five business days of being hired or position start date.
- **Performance Accountability & Feedback (PAF):** New managers will need to complete the three online self-paced PAF modules within 30-days of being hired or position start date. The final four-hour virtual classroom session has been incorporated into the Foundational training program and the standalone course will be discontinued.
- **Required Training Campaign:** DAS will launch a required training campaign including the Foundational training program and the three online self-paced Performance Accountability and Feedback modules to all new managers starting June 1, 2023.
- Agencies will be responsible for ensuring manager participation.

Reporting

Initial Reporting

CHRO will start reporting as follows:

1. **October 1, 2023:** Reporting for July 1 – September 30, 2023. This will be the first quarter DAS is checking for compliance.

Ongoing Reporting

Going forward CHRO will report as follows:

Quarterly Cycle	Report Compiled
October 1 – December 31	First week of January
January 1 – March 31	First week of April
April 1 – June 30	First week of July
July 1 – September 31	First week of October

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Foundational Offerings

For 2024, CHRO has 30 cohorts scheduled and has the capacity to add additional cohorts if there is an influx of new managers being hired. CHRO will be monitoring this closely and will adjust as needed. The schedule is on the CHRO website and is updated regularly.

Foundational Schedule: https://www.oregon.gov/das/HR/Documents/MES_Foundational.pdf

Enroll in a Cohort in Workday: [https://wd5.myworkday.com/oregon/email-universal/inst/17815\\$615/rel-task/2997\\$10951.html](https://wd5.myworkday.com/oregon/email-universal/inst/17815$615/rel-task/2997$10951.html)

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