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| CURRICULUM OVERVIEW: | In 2015 a senate bill was passed requiring DAS to develop and provide training for new board/commission members and executive directors of a small entity. To meet the requirement of the bill, a curriculum has been developed and is available within iLearn. The curriculum contains 2 online courses and 1 classroom course. All of these courses must be completed within 6 months of the start date of a new board/commission member or the appointment as an executive director of a small entity. Only people who started or were appointed on or after 1/1/16 are required to complete the curriculum. |
| CLASSROOM DESCRIPTION: | <p>This is information on the classroom course and the quarterly training schedule for 2016.</p> <p>The purpose of this classroom course is to provide best practices, current issues, and allow new board and commission members and executive directors to ask the experts on topics such as government ethics, public records and meetings law, human resources, procurement, payroll, etc.</p> |
| AUDIENCE: | New members of a board or commission and new executive directors of a small entity. |
| LENGTH: | The training is a total of 4 hours of in-class time. |
| COST: | Free |
| TOPICS: | <ul style="list-style-type: none">• Public Sector Ethics• Public Meetings and Records• Overview of Rulemaking• Diversity and Inclusion• HR and Payroll• Finance and Procurement |
| REGISTRATION: | To register, log into iLearnOregon at https://ilearn.oregon.gov . In the course catalog search for B&C. |
| QUESTIONS: | If you have any questions about the program, please contact Brandy Meng at chro.training@oregon.gov or 503-378-2209. |

SCHEDULE FOR 2016

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| LOCATION: | Webinar You'll need a computer with an internet connection. |
| DATE/TIME: | June 14, 2016 8am – Noon |

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| LOCATION: | Webinar You'll need a computer with an internet connection. |
| OPTION 1 DATE/TIME: | 1. August 9, 2016 8am – Noon |
| OPTION 2 DATE/TIME: | 2. August 9, 2016 1pm – 5pm |

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| LOCATION: | University of Oregon – Ford Alumni Center 1720 East 13th Ave. Eugene, OR 97403 |
| OPTION 1 DATE/TIME: | 1. October 4, 2016 8am – Noon |
| OPTION 2 DATE/TIME: | 2. October 4, 2016 1pm – 5pm |

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| LOCATION: | Employment Department 875 Union St. NE Salem, OR 97311 |
| OPTION 1 DATE/TIME: | 1. December 6, 2016 8am – Noon |
| OPTION 2 DATE/TIME: | 2. December 6, 2016 1pm – 5pm |