Welcome to the Workplace Violence Training Instructions! Please read these instructions completely prior to continuing on to the next portion.

FOR THIS YEAR ONLY – IF YOU WERE HIRED IN THE MONTHS OF JAN, FEB OR MARCH (THE YEAR DOES NOT MATTER), YOU MUST SIGN UP FOR AND COMPLETE THIS TRAINING BY JULY 1<sup>ST</sup>.

## **Current Employees**

If you are **current employee** and have been assigned AVADE Tier 2 (Workplace Violence) training, it is your professional responsibility to <u>complete the hands on training</u> by the end of your anniversary month (the month you were hired).

## For Example:

If you were hired on the month of June, you would select a session for June of this year. To find your original hire date, log into TEAM, click on the General Tab in the employee sections, locate your original hire date in the lower right section (see detailed instructions below with screenshots).

## New Hires:

If you are **new hire** and have been assigned AVADE Tier 2 (Workplace Violence) training, you must register for a class for hands on training to be completed before you can start work on your unit.

## Please note:

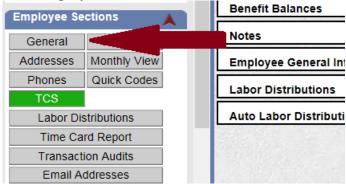
This is a physically demanding class, dress code expectations are exempt. Loose, comfortable, clothing is appropriate. Scrubs and sneakers are allowed.

Detailed instructions on how to find your original date of hire:

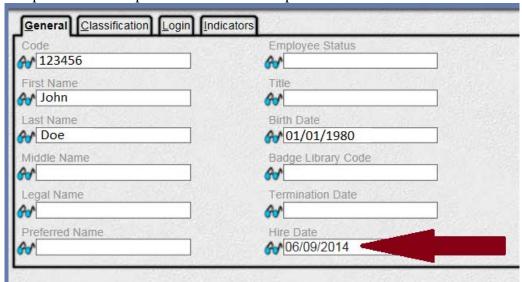
• Log into TEAM and click on the Employee tab



• In the Employee Sections, click on the General button



• On the lower right, you will find your original hire date. Note that you must have completed the Workplace Violence session prior to the end of that month for the year.



If you have any questions, please contact the Education Department at 805-739-3585