

# 2020 Annual Education Plan

## National Church Residences Maintenance

This document provides guidance regarding your annual education requirements and how to complete training. If you need further assistance, please contact your supervisor for guidance.

### Online Training: 30-Day New Hire -- Timeline: Within 30 days of employment

Orientation: What We Do and Who We Serve	1.00 Hour
Privacy Act & Security Awareness	0.75 Hour

### Online Training: Annual Requirements -- Timeline: Within 30 days of employment

Cultural Competence	1.25 Hours
The Two Most Common Forms of Workplace Violence	1.00 Hour
Workplace Harassment	1.25 Hours
Code of Conduct	0.50 Hour
ALICE Active Shooter Response Training	1.00 Hour
Cyber Awareness Challenge (External Annual Requirement)	1.00 Hour

### Online Training: Risk Control Series -- Timeline: Within 90 days of employment

Drive Safely	1.00 Hour
Fire Safety	1.00 Hour
House Rules	1.00 Hour
Insurance 101	0.75 Hour
Ladder Safety	1.00 Hour
OSHA: Right to Know	0.75 Hour
Safety Self Inspections	1.00 Hour
Slips and Falls Prevention	1.00 Hour

### Online Training: REAC -- Timeline: Within 90 days of employment

Units and Common Areas	0.75 Hour
Building Systems	0.75 Hour
Health Safety	0.75 Hour
Exterior	0.75 Hour
Site and Grounds	0.75 Hour

### Online Training: Maintenance Technology -- Timeline: Within 90 days of employment

Yardi Mobile Maintenance	1.00 Hour
InspectCheck	1.00 Hour

### Career Development Training

Additional online modules and live webinar trainings annually as part of an ongoing career development plan. Email notifications throughout the year will inform of opportunities and associated requirements.