

TRAINING CHECKLIST

FULL-TIME SUPPORT AND ADMINISTRATIVE EMPLOYEES

As you integrate into your role at Humber, we want to ensure you have an understanding of your rights and responsibilities as they relate to health and safety, human rights, accessibility, and sexual assault/sexual violence.

You are required to complete the following series of mandatory training within the first three months of employment:

Occupational Health and Safety Training

This training session will increase your awareness of health and safety in the workplace at Humber, including training on workplace violence and harassment.

For more information and instructions on how to register, please visit Humber's [Occupational Health & Safety Training website](#).

Human Rights and Harassment Training

This online training session will provide you with details of human rights, harassment and Humber's Human Rights Policy, including your rights and responsibilities.

To complete the online training, please visit [Humber's Human Rights and Harassment Training website](#).

AODA Customer Service and Standards Training

In this online training session, you will learn what Humber Polytechnic is required to do to ensure that its goods and services are accessible to all members of the Humber Community.

To complete the online training, please visit Humber's [AODA Customer Service and Standards Training website](#).

Note: If you experience any issues downloading your certificate of completion, please take a screenshot of the completed training and contact humanrightseducation@humber.ca.

IASR/OHRC Training

In this online training session, you will learn what Humber College is required to do to comply with the Integrated Accessibility Standards Regulation (IASR), as well as the Ontario Human Rights Code (OHRC).

To complete the online training, please visit Humber's [IASR/OHRC Training website](#).

Note: If you experience any issues downloading your certificate of completion, please take a screenshot of the completed training and contact humanrightseducation@humber.ca.

AODA Training for Educators

This online training session will provide you with accessibility awareness training related to accessible program or course delivery and instruction. All educators, instructors, facilitators, presenters, curriculum developers and tutors are required to complete this training.

To complete the online training, please visit Humber's [AODA Training for Educators website](#).

Sexual Assault/Sexual Violence Training

This online training session will provide you with details of Humber's Sexual Assault and Sexual Violence Policy, including your rights and responsibilities.

To complete the online training, please visit Humber's [Sexual Assault/Sexual Violence Training website](#).

Human Resource Management System (HRMS) Overview Training

In these training videos, you will learn how to navigate the HRMS Homepage and applications and where to access resources and support content for the HRMS.

To access the HRMS training videos, please visit the [HRMS Knowledge Base \(KB\)](#). These training videos will provide you information on how to use and access the HRMS and how to use the learning resources on the KB to help you complete tasks on the HRMS. On the HRMS KB you will be able to review the [HRMS Overview video](#) and [HRMS Knowledge Base Overview video](#).



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