



Mandatory & Required Training

Training	Description	Audience	Prerequisite	Mandatory/ Encouraged
Respectful Workplace ADMN00026 3 hour Session	The purpose of this training is to ensure that employees Understand MnDOT's expectations for a respectful workplace. This is a mandatory training, completion expected within 6 months of hire.	All Employees	None	Mandatory
Respectful Workplace Refresher ADMN00132 2 hour Session	This training builds on the concepts and policies first introduced during the initial Respectful Workplace training. Participants will review and reinforce the importance of providing a workplace free from violence, discrimination, harassment, and other disrespectful behaviors	All Employees working 5 yrs. or more.	Respectful Workplace ADMN00026	Mandatory
Supervising a Respectful Workplace ADMN00083 4 hour Session	The purpose of this training is to equip supervisors with the skills necessary to establish and manage a respectful and inclusive workplace while also effectively recognizing, responding to, and preventing disrespectful, harassing, discriminatory and/or violent behaviors.	<ul style="list-style-type: none"> Managers Supervisors 	Respectful Workplace ADMN00026	Encouraged
Seeing the Difference: Building Cultural Competency PROF00120 (Part 1 and Part 2) Full Day Training	The purpose of this training is to help managers, supervisors, and hiring professionals build their cultural competency skills. Just having differences in the workplace isn't enough to build cultural competency. In order to maximize innovation and opportunity and minimize conflict or confusion we need to actually build the skills of individuals in the workplace to be their most successful and effective as they interact across those differences.	<ul style="list-style-type: none"> Mangers Hiring & Selection Personnel 	None	Encouraged
		<ul style="list-style-type: none"> Div. D&I Committee Members ERG Committee Members 	None	Per Committee Charter/Developmental Work Plan
Unconscious Bias in Everyday Work Situations	This training will help employees develop an awareness of the ways unconscious bias can directly impact the workplace and create an organization wide conversation about what biases are present and how to minimize the effects.	All Employees	Seeing the Difference: Building Cultural Competency PROF00120	



Training	Description	Audience	Prerequisite	Mandatory/ Encouraged
Unconscious Bias in the Hiring and Selection Process 3 hour session	This training will help employees develop an awareness of the ways unconscious bias can directly impact the workplace and create an organization wide conversation about what biases are present and how to minimize the effects.	Hiring & Selection personnel	Seeing the Difference: Building Cultural Competency PROF00120	Mandatory
		<ul style="list-style-type: none"> Managers Supervisors 	Seeing the Difference: Building Cultural Competency PROF00120	Encouraged
Filter Shift 1, 2 and 3	The purpose of this 3-part training is to engage participants in a developmental process focused on the ability to Filter Shift: to decrease the interference of unconscious bias and increase the ability of cultural competence. Filter Shift 1: SEE Self: Acknowledge filters. The second and third sessions progressively work through the second and third steps: SEE Others: Assume Difference; and SEE Approach: Detach Filters.	<ul style="list-style-type: none"> Managers Supervisors 	Seeing the Difference: Building Cultural Competency PROF00120	
		<ul style="list-style-type: none"> Div. D&I Committee Members ERG Committee Members 	Seeing the Difference: Building Cultural Competency PROF00120	Per Committee Charter/Developmental Work Plan

Training locations and addresses:

Baxter Office (3A) 7694 Industrial Park Road Baxter, MN 56425	Hiway Fed.I Credit Union (AdmBldg) 840 Westminster Street St. Paul, MN 55130	MnDOT Training & Conference Center (Arden Hills) 1900 County Road I West Shoreview, MN 55126	St. Cloud Training Center (3B) Lewis Central/South 3725 12th St. N. St. Cloud, MN 56303
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Registration:

This is a self-registration opportunity. Please obtain supervisory approval. Self-register through the [MnDOT Learning Center](#). If you need additional assistance with registration please contact Sophia Xiong-Yang. Email: sophia.yang@state.mn.us . Phone: 651-366-4724 **Self-Registration/Cancellation:** You can self-cancel from this class through the [MnDOT Learning Center](#).