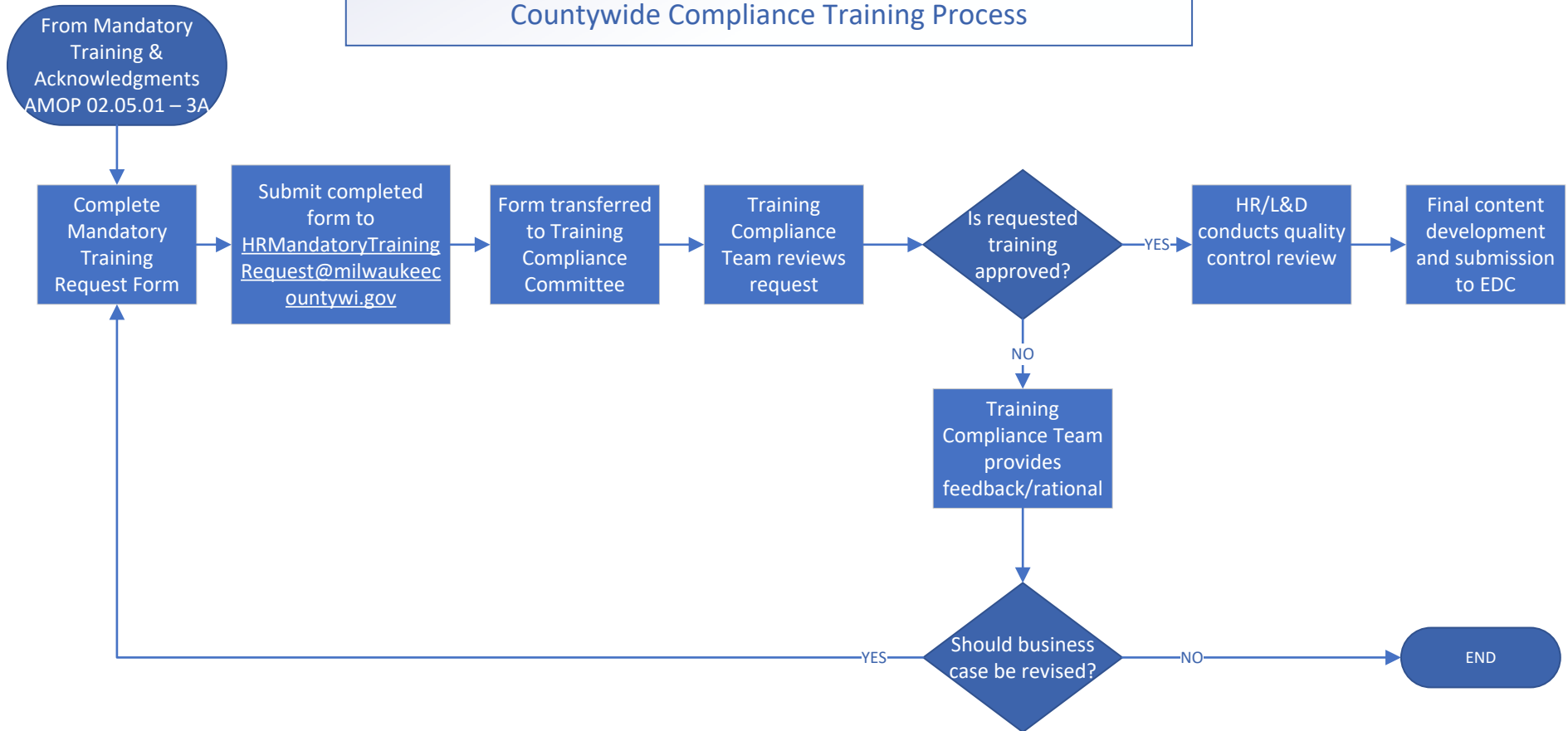


AMOP 02.05.01 Mandatory Training - Appendix C Flowchart
Countywide Compliance Training Process



- A. Establishing Countywide Mandatory Training.** To establish training as mandatory for any one group or groups of County employees, the content owner shall:
- i. **Step 1:** Outline the business case for why the training course or program must be required for a group of employees. Identify who shall receive the training, the frequency with which the training shall be delivered and the strategy for communicating to employees or groups.
 - ii. **Step 2:** Review the business case with the Training Compliance Team and gain approval.
 - iii. **Step 3:** Design and develop the training program, or purchase a third party training program.
 - iv. **Step 4:** Review training program with the Human Resources (HR) Learning & Development Manager or designee, as a quality control measure, and determine whether the course is more appropriate for online delivery, classroom facilitation, blended learning or an alternate approved method.
 - v. **Step 5:** Finalize the program, and work with HR to establish the program in the Employee Development Center.