



# ONBOARD

*A message from DJJ Director Valerie Boykin*

Virginia Department of Juvenile Justice

October 25, 2021

## 5 Trainings To Take Before Year's End

As we near the end of October, I just wanted to take a moment to remind everyone that we have several training requirements that are due by the end of the year. With the holidays fast approaching, I want to be sure that you give yourself enough time to complete these important assignments.

The newest of these requirements, "The Road to Cultural Competence," is included in the list below. This module is meant to establish fundamental understandings of the terms and concepts of Diversity, Equity, Inclusion, and Cultural Competence. As you know, DJJ is committed to having these principles reflected in our workforce and the work we do.

Each of the links in the course titles below will take you to the home page of the Commonwealth of Virginia

Learning Center (COVLC), where you log in to take your courses. If you need a reminder of which courses you already have completed, you will find a full record in your transcript after you sign in.

Many of you have already completed all, or most, of these courses. I thank you for your attention and commitment to keeping DJJ a Learning Organization, and for recognizing the importance of these trainings.



### **DJJ – Information Security Awareness Certification 2021**

This course is rather lengthy so plan ahead. It includes 29 modules, one of which is the 2021 Security Agreement. Other topics include: privacy, social engineering, ethics, and malware. Not only is this required by all DJJ employees, it is also required by those outside of DJJ who handle sensitive DJJ data or have access to our systems. This course content is provided and managed by VITA.

### **DJJ – PREA Training 2021**

This training will acquaint DJJ staff, volunteers and contractors with PREA and explain the role we all play in DJJ's compliance with the law. Here, you'll learn information necessary for you to understand prevention, detection and response efforts as well as DJJ policies and procedures related to PREA requirements. It takes about one hour to complete.

### **MVP – Human Resources Policy and Law: Civility In The Workplace**

This course is offered by the Department of Human Resource Management (DHRM) and presents fundamental information all employees in the Executive Branch need to know about DHRM Policy 2.35, Civility in the Workplace. This course may also meet mandated requirements for sexual harassment training for those employees, staff, and officials in other branches of state government. It takes about 30 minutes to complete.

### **DHRM – The Road To Cultural Competence**

This course is a foundational learning experience that will be a prerequisite for all further learning sessions created by the Department of Human Resource Management (DHRM), and is to be seen as a necessary “first step” toward in-depth learning and development of our state workforce in Diversity, Equity, and Inclusion (DEI). It takes about 1 hour to complete.

### **VDEM – Virginia State Employee Safety and Disaster Awareness**

The safety and security of our state employees is the top priority for all state agencies. This includes dealing with man-made threats from workplace violence to acts of terror, and natural disasters that have the potential to impact the Commonwealth such as hurricanes, tornadoes, snowstorms, flooding and earthquakes—to name a few. While we all have different job duties in the more than 100 state agencies and offices, we share the responsibility to protect ourselves, our co-workers, our constituents and our families from these various threats. This course takes about 30 minutes.

As always, you can reach out to our Training & Organizational Development team at [registrar.training@djj.virginia.gov](mailto:registrar.training@djj.virginia.gov) if you need VLC assistance or have other questions.