



## Annual Training Modules October 1, 2024

Each year all staff in Sunrise School Division are required to complete online training modules. The modules are designed to educate our staff on important topics, improve the quality of service we provide to the public or reduce risk to the Division and its operations.

At the beginning of each year all staff in the Division complete the following three modules:

- Cybersecurity
- Whistleblower Act
- Workplace Health and Safety Orientation

In addition to the above three modules, all staff who are new to the Division will complete:

- Respect in Schools
- Respect in Sport (Coaches only)
- Customer Service Accessibility
- Employment Accessibility

Five of the seven modules are shorter in length and take approximately 10 to 20 minutes each to complete.

The other two modules (Respect in Schools and Respect in Sport) are longer, and each would take 90 minutes or more to complete. These modules do not need to be completed in one sitting as the program saves where the user leaves off and returns the user to the same point at their next log in.

Attached to this report is the memo that was sent to all employees with additional information.

The question was raised whether the Trustees should complete the modules with the rest of the school division.

### **Motion:**

BE IT RESOLVED that the board approve trustees to take part in the Divisional Training Modules as professional development.