



The goal of this training program is to enable human resources (HR) staff to share and understand the basic competencies and processes within the field of human resources in the Commonwealth of Kentucky.



This training program includes courses required for an Executive Branch agency HR staff to maintain the KHRIS Human Resource Generalist (HRG) role as well as **additional courses** identified to grow them as HR professionals. These courses cover HR fundamentals and other critical HR functions, essential competencies, introduction to regulations, security and system training.

Employee Training	Manager Training
<ul style="list-style-type: none"> <li>Executive Branch Onboarding: New Hire Curriculum</li> <li>KHRIS Self-Time Entry</li> <li>Working Effectively from Home</li> <li>DHRA FMLA Training for Executive Branch Employees</li> <li>Guide to Performance Management for Employees</li> </ul>	<ul style="list-style-type: none"> <li>Executive Branch: Management Curriculum</li> <li>KHRIS MSS Time Approval</li> <li>DHRA Performance with a Purpose</li> <li>Guide to Performance Management for Evaluators</li> <li>How to Effectively Lead a Remote Team</li> </ul>
HR System Training	Other HR Training
<ul style="list-style-type: none"> <li>KHRIS Basics of Navigation</li> <li>KHRIS HRG Training</li> <li>Annual Security/HIPAA Training Requirement</li> <li><b>KHRIS OM 200</b></li> <li><b>KHRIS PA200</b></li> <li><b>KHRIS PY200</b></li> <li>MyPURPOSE – Recruitment SuperUser</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources Fundamentals</li> <li>Fundamentals of Payroll</li> <li>Position Description Training</li> <li>DHRA Completing Board Order HR Tasks</li> <li>DHRA Understanding FLSA</li> <li>DHRA In-Depth Review of 18A Classified &amp; Unclassified</li> <li>Compensation</li> <li>Leave</li> <li>DHRA FMLA</li> <li>OER Workers' Compensation Program Overview</li> <li><b>Workers' Compensation Buyback Process</b></li> <li>GSC Employee Discipline &amp; Documentation Curriculum</li> <li>GSC Hiring &amp; Selection - Best Practices Curriculum</li> <li><b>Recommended competency courses</b></li> </ul>