EHSD staff are required to complete certain trainings regularly, some of which have specific deadlines under the law.

Anti-Harassment Training is now overdue. This is an online training in two sections ~~ a twohour training for supervisory/management/executive employees, and a one-hour training for NONsupervisory/management employees. The training is self-paced, you can stop and rejoin later.

PLEASE COMPLETE THIS TRAINING AS SOON AS POSSIBLE. Your completion of the training will be recorded on your SMART transcript within a week of your completion. Instructions to connect to the on-line training are below. You must connect through the county training portal, Target Solutions. If you are a new user, you must create a user name and password.

<u>Anti-Harassment Training for Supervisors and Managers - California (SB1343/AB1825) and</u> <u>All Employees – California (SB1343)</u> is now required by the State and EHSD to be completed every 24 months at Target Solutions.

<u>STEP 1</u>

Click the following link for Target Solutions: https://app.targetsolutions.com/auth/index.cfm?action=login.showlogin&customerpath=ccc

<u>STEP 2</u>

Enter Username and Password by following the instructions below circled in red.



<u>STEP 3</u>

Click the 'Self-Assign' link.



<u>STEP 4</u>

A- In the Search Box, enter Anti-Harassment. Two options will appear. If you are a non-supervisory employee, click on the **All Employees** option.

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<u>STEP 5</u>

Click the Launch Course button.

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Call 925-608-4570 with any questions.

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