

DEVELOPING NEW EMPLOYEES AND MANAGERS

Foundational Training Program



Governor's Expectation

Beginning April 1, 2024 new managers hired on or after April 1, 2024 are required to complete the Foundational training program within four (4) months of their position start date.

Implementation

- **New Manager:** Includes any new manager to the executive branch or current executive branch employees who are promoted into a permanent or limited duration supervisory management position need to complete the training.
- **Enrollment:** New Managers should enroll in the Foundational training program as soon as possible to ensure they will meet the four (4) month deadline.
- **Performance Accountability & Feedback (PAF):** New managers need to complete the three online self-paced PAF modules within 30-days of being hired or position start date. The final four-hour virtual classroom session has been incorporated into the Foundational training program and the standalone course will be discontinued.
- **Required Training Campaign:** DAS launched a required training campaign including the Foundational training program and the three online self-paced Performance Accountability and Feedback modules to all new managers starting June 1, 2023.
- Agencies are responsible for ensuring manager participation.

Reporting

Initial Reporting

CHRO will start reporting as follows:

1. **October 1, 2023:** Reporting for July 1 – September 30, 2023. This was the first quarter DAS checked for compliance.

Ongoing Reporting - Going forward CHRO will report as follows:

Quarterly Cycle	Report Compiled
October 1 – December 31	First week of January
January 1 – March 31	First week of April
April 1 – June 30	First week of July
July 1 – September 31	First week of October

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Foundational Offerings

The 2026 schedule is posted in the link below.

Foundational Schedule: [2026-MES-Foundational.pdf](#)

Enroll in a Cohort in Workday: [https://wd5.myworkday.com/oregon/email-universal/inst/17815\\$615/rel-task/2997\\$10951.html](https://wd5.myworkday.com/oregon/email-universal/inst/17815$615/rel-task/2997$10951.html)

Contact Information

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