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MEMORANDUM

January 21, 2022

TO: All Agencies

FROM: Mandy Hagler, Administrator
Risk Management

SUBJECT: **Mandatory Training Classes**

This memorandum is to inform all agencies that Risk Management has resumed mandatory in-person training for the following courses:

- Defensive Driving
- Workplace Violence: Recognition and Prevention
- Accident Investigations
- Basic Office Ergonomics
- CPR/AED
- Safety Committee Basics

You can find and register for these courses through the SMART21 SuccessFactors Learning System: <https://hcm20.ns2cloud.com/login?company=SONHCM20#/login>

Note: Employees who attended the Defensive Driving Refresher course in NVeLearn in lieu of the in-person course, are still required to attend the in-person Defensive Driving course now being offered.

Risk Management appreciates your patience and understanding during the temporary suspension and is delighted to once again serve agencies with these important courses for state employees.

If you have questions, please email Safety Specialist, Joe Reeves, at jreeves@admin.nv.gov, Deputy Risk Manager, Annette Teixeira, at a.teixeira@admin.nv.gov, or Risk Manager, Mandy Hagler, at mhagler@admin.nv.gov.