

MSS Required Courses		
Course Number	Course Name	Frequency
	<b>MSS Core Courses</b>	
916W	* Progressive Discipline	Must be completed within 2-years of MSS appointment
913W	* Performance Management	Must be completed within 2-years of MSS appointment
919W	Principles of Management	Must be completed within 2-years of MSS appointment
920W	Building High Performance Teams	Must be completed within 2-years of MSS appointment
415W	Communicating Strategically	Must be completed within 2-years of MSS appointment
*DCHR recommends completing the first two courses in the Core Management category in the first year of the program.		
<b>Ethics and Compliance Training: An annual or biannual timetable is followed for these courses</b>		
AE204	Advancing Racial Equity: The Role of Government	Biennially
909W	Reasonable Suspicion	<u>60 days after appointment and then Biennially</u>
517W	LGBTQ+ Cultural Competency	Biennially
606W	Language Access	Biennially
Office 1	Harassment Prevention for US Employees	Biennially
Office 1	Harassment Prevention for US Managers	Biennially
<b>Time Entry Courses: All new MSS employees must take the time entry courses within the first month of hire</b>		
AT0004	MSS Time Entry	All new MSS employees must take the time entry courses once (1x) within the first month of hire
AT0005	MSS Approve Time	Must be taken within 30 days
<b>Continuous Professional Development (Electives): MSS employees are required to complete two electives annually</b>		
525W	Coaching Session MSS & Lead	Two electives annually
523W	Giving & Receiving Feedback	Two electives annually
815W	Leadership, the 6th Sense	Two electives annually
930W	Budgeting for Agency Ops	Two electives annually
921W	Emotional Intelligence	Two electives annually
918W	Mindfulness/Managing Stress	Two electives annually
PIP	* Mid-Year Discussion & PIP	Two electives annually

920W	Building High-Performance Teams	Two electives annually
3026	Peer to Manager, Now What?	Two electives annually