



New Employee/Guest Orientation & Required Training



Welcome! The required training listed below is to help you get oriented to the Lab and off to the right start. You need to complete the required courses **during your first 30 days at the Laboratory**, unless otherwise noted in the course description. For easy direct links to these trainings go to the **Berkeley Lab Learning Institute (BLI) website** at <http://www.lbl.gov/BLI/>, select **New Employee Orientation & Training** to display the list of classes.

Orientation & Other Required Training for All Employees/Guests:

- **New Employee Briefing** – Online course.
- **New Employee Benefits Orientation** – Pre-enroll online at Employee Self Service:
 - New Postdoctoral Fellow Benefits Orientation including employees eligible for **Mid-Level Benefits** (BLI0703). Small classroom setting.
 - New Employee Benefits Orientation (BLI0702). Small classroom setting.
 - If you are transferring from another UC institution, contact the Benefits Group at Benefits@lbl.gov or call extension 6403.
- **Safety Training** – If you have any questions regarding EH&S training, please contact Carmen Ayala, Training Coordinator for the Environmental Health and Safety Training Group at x2228.
 - General Employee Radiological Training (EHS0405 GERT). Online course taken at the Badge Office on your first day.
 - Introduction to Environment, Safety and Health (ES&H 10). Online course.
 - Job Hazard Analysis (JHA). Online process to assess job hazards and determine required controls, including training. Completed at least annually. Listed under A-Z index.
- **Trafficking Victims Protection** – Online course.
- **Computer Security 201 Online Training** – Online course.
 - What You Need to Know about Cyber Security at Berkeley Lab -Security 201.
- **Counterintelligence Awareness Information**
 - To learn more go to: http://www.lbl.gov/ehs/security/ufva/issm_ciawareness.shtml
- **Employee Responsibilities for Property** (For your review, handout distributed at start appointment on your first day)

Required training for new supervisors:

- **Supervisor Responsibilities at Berkeley Lab (BLI0117)** – online course to be completed within first two-months as a new supervisor.
- **Supervisor Scenario Workshop – HR Issues (BLI0122)** – 3.5 hour classroom workshop, must be completed within first six-months as a new supervisor.

For employees who do not use a computer at work:

If you need access to a computer to take online training, your supervisor or HR Representative will arrange for you to use a computer in your division or at the Berkeley Lab Learning Institute (BLI) located in Bldg 4-103, extension 5122.