

Donated Goods Learning Path

Donated Goods staff are essential to the flow of day-to-day product and operations, production, and service. They are responsible for accurately reporting or handling organizational resources on a daily basis.

Continuous learning is something that everyone should strive for in their professional and personal life. When we get stuck in life and are not sure what to do, we need help in getting on the path to success.

WHO NEEDS TO COMPLETE THIS LEARNING PATH?

- All Donated Goods staff – Maintenance/Operations, Transportation and Retail staff have separate job specific skills.

WHEN DO I NEED TO COMPLETE THIS LEARNING PATH?

- **New Employees Only** – Required training for new employees needs to be completed within one (1) year of date of hire, with New Employee Orientation to be completed within 35 days of start date and Computer Skills Training within 6 months of start date. *Check the training calendar for time sensitive trainings.
- **Required Trainings (All Employees)** – Required trainings for each learning path need to be completed within one (1) year of date of hire, with annually recurring trainings to be completed within one (1) year of employment anniversary date. *Check the training calendar for time sensitive trainings. Required trainings are part of a job specific learning path and must be viewed during company time.
- **Learning Electives** - Learning electives are part of every employees learning path and must be done on your own time if not business related.
- **Continuous learning** is an active and ongoing process of self-directed informal or formal learning for the purpose of self-awareness, personal improvement and professional development.

HOW DO I USE THIS FORM?

- Personalize this form with your name and employee ID# and keep it in a safe place.
- Once you have completed a training, add the date of completion to your form.
- Once all required trainings and learning electives are complete, send a copy of this form to the Training Assistant so that this can be added to your personnel file to receive proper credit.

WHERE DO I FIND THE TRAINING CALENDAR?

- The training calendar is located on the Goodwill company shared drive under: [PDF FORMS 12-09\Training\Training Calendar](#) and under the “Resources” tab in the Goodwill eLearning Library.

HOW DO I REGISTER FOR TRAINING?

- Email training@goodwillcf.org to enroll in classroom training.
- You have been pre-registered for your specific learning path in the **Goodwill eLearning Library (GEL)**. Refer to your welcome email for login instructions.

EXISTING LEARNING PORTALS

- **GEL** (<https://lms.ioausa.com/login/293/>) – The majority of your online trainings will be in this portal.
- **GCF Learn Free** (<http://www.gcflearnfree.org/>) – This learning portal is used for learning technology, math, and reading. Instructions for signing up or “testing out” for training credit are located in [PDF FORMS 12-09\Training](#) “GCF Learn Free FAQ”.

If you have any questions in regards to the Goodwill eLearning Library, please send an email to training@goodwillcf.org.

Maintenance/Operations Staff Learning Path

Name:

Employee ID#

New Employees Only		Delivery	Est. Duration	Date Completed
New Employee Orientation – <i>within 35 days</i>		Classroom	8 Hours	
Core Principles		Classroom	3 Hours	
Computer Skills Training – <i>New Hires within 6 months</i>		GCF Learn Free	Test Out/Self-paced	
Required for all Maintenance/Operations Staff Development				
		Delivery	Est. Duration	Date Completed
OSHA 30 Certification – <i>All Management & Maintenance staff only</i>		Classroom	30 Hours	
Safety Leadership - <i>Management, Supervisors & Leads - Annually</i>		Classroom	6 Hours	
Disability Awareness - <i>Annually</i>		Webinar	30 Minutes	
“Sexual Harassment What Employees Need to Know” - <i>Annually</i>		GEL*	17 Minutes	
Lockout Tag Out - <i>Annually</i>		Webinar/GEL*	1 Hour	
Lift Truck Operator - <i>Salvage only - Annually</i>		Classroom	30 minutes	
“Forklift and Pedestrian Safety” - <i>Annually</i>		GEL*	22 Minutes	
“Forklift Operator Safety” - <i>Annually</i>		GEL*	23 Minutes	
“Preventing Workplace Violence for Employees”		GEL*	23 Minutes	
“Substance Abuse in the Workplace”		GEL*	30 Minutes	
“PPE – What Employees Need to Know”		GEL*	24 Minutes	
“Mold Hazards and Prevention”		GEL*	27 Minutes	
“Avoiding Exposure to Bloodborne Pathogens”		GEL*	31 Minutes	
“Preventing Slips, Trips & Falls”		GEL*	22 Minutes	
Avoiding Back Injuries		GEL*	33 Minutes	
Healthy Aging		GEL*	21 Minutes	
Learning Electives		Describe Elective Chosen		Date(s) Completed
<i>Pick at least one (1) from the list below:</i>				
Personal Enrichment Set a personal goal and achieve it (i.e. weight loss, marathon).				
Health Wellness/Stress Management Attend a lunch & learn, online training, webinar or other event in regards to health wellness or stress management.				
Interpersonal/Listening/Conflict Resolution Skills Attend training or workshop to learn effective interpersonal communication, listening and conflict resolution skills (circle one).				
Financial Wellness Create a plan, attend a workshop, build a budget, etc.				
Continuous Learning				
<i>“The beautiful thing about learning is nobody can take it away from you.” ~ B. B. King</i>				
Read Monthly Cultural Diversity Message – (See PBL or GEL* “Resources”)				
Attend Monthly Safety Meeting or Webinar – (See Monthly Training Calendar for dates)				

*Goodwill eLearning Library (GEL)

Supervisor Signature _____

Date _____

Transportation Staff Learning Path

Name:

Employee ID#

New Employees Only		Delivery	Est. Duration	Date Completed
New Employee Orientation – <i>within 35 days</i>		Classroom	8 Hours	
Core Principles		Classroom	3 Hours	
Computer Skills Training – <i>New Hires within 6 months</i>		GCF Learn Free	Test Out/Self-paced	
Required for all Transportation Staff Development				
		Delivery	Est. Duration	Date Completed
OSHA 30 Certification – <i>All Management, Transportation Leads & Drivers staff only</i>		Classroom	30 Hours	
Safety Leadership - <i>Management, Supervisors & Leads - Annually</i>		Classroom	6 Hours	
Disability Awareness - <i>Annually</i>		Webinar	30 Minutes	
“Sexual Harassment What Employees Need to Know” - <i>Annually</i>		GEL*	17 Minutes	
Lift Truck Operator – <i>Drivers & Driver Helpers only - Annually</i>		Classroom	30 minutes	
Hazard Controls - <i>Loading & Unloading - Annually</i>		Classroom	1 hour	
“Hazardous Material Transportation”		GEL*	30 Minutes	
“Safe Chemical Handling”		GEL*	30 Minutes	
“Preventing Workplace Violence for Employees”		GEL*	23 Minutes	
“Substance Abuse in the Workplace”		GEL*	30 Minutes	
“PPE – What Employees Need to Know”		GEL*	24 Minutes	
“Avoiding Exposure to Bloodborne Pathogens”		GEL*	31 Minutes	
“Preventing Slips, Trips & Falls”		GEL*	22 Minutes	
Avoiding Back Injuries		GEL*	33 Minutes	
Healthy Aging		GEL*	21 Minutes	
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Supervisor Signature

Date

Retail Staff Learning Path

Name: _____

Employee ID# _____

New Employees Only		Delivery	Est. Duration	Date Completed
New Employee Orientation – <i>within 35 days</i>		Classroom	8 Hours	
Core Principles		Classroom	3 Hours	
Computer Skills Training – <i>New Hires within 6 months</i>		GCF Learn Free	Test Out/Self-paced	
Required for all Retail Staff Development				
		Delivery	Est. Duration	Date Completed
Safety Leadership – <i>All Management (GM, Asst. Managers, 3rd Keys, Supervisors) & Team SARA staff only</i>		Classroom	6 Hours	
“Customer Service - How to Promote Among Staff Training” - <i>(Management, ROAs, Assistant Managers & 3rd Keys only)</i>		GEL*	23 Minutes	
Disability Awareness - <i>Annually</i>		Webinar	30 Minutes	
“Sexual Harassment What Employees Need to Know” - <i>Annually</i>		GEL*	17 Minutes	
“Preventing Workplace Violence for Employees”		GEL*	23 Minutes	
“Substance Abuse in the Workplace”		GEL*	30 Minutes	
Donation Attendant Skills Training		Classroom	3 Hours	
Textile Processor Skills Training		Classroom	3 Hours	
Hard Goods/Wares Training		Classroom	3 Hours	
Cashier Training - <i>Retail Management & Cashiers only</i>		Classroom	2 Hours	
E-Books/Book Processing Training		Classroom	2 Hours	
DX Training – <i>DX staff including leads only</i>		Classroom	3 Hours	
“Handling Customer Complaints”		GEL*	21 Minutes	
“Turning Satisfied Customers into Repeat Customers”		GEL*	20 Minutes	
“Preventing Slips, Trips & Falls”		GEL*	22 Minutes	
Avoiding Back Injuries		GEL*	33 Minutes	
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