



City of
MaRion
IOWA®

2024
Marion
UNIVERSITY

Annual training program for City of Marion employees



Welcome to Marion University!

Marion University is an annual training program for City of Marion employees and an investment in your professional development and safety.

Education is critical to developing a robust and safe workforce. The professional development courses touch on several topics, such as safety, HR, and IT to name a few.

This course catalog is designed to summarize the training being offered through the end of 2024. It provides an overview of each of the sessions and the intended audience for each. You will find a mix of in-person and virtual options.

For additional copies of this information, contact your supervisor or visit www.cityofmarion.org/employeeselfservice.

Questions may be directed to:
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Key of Acronyms

ELT - Executive Leadership Team

IMWCA - Iowa Municipalities Workers' Compensation Association

IMWCA/Learn - online learning portal provided by IMWCA

KnowBe4 - Information Technology training platform

OSHA - Occupational Safety and Health Administration

DEIB - Diversity, Equity, Inclusion, and Belonging

Course Catalog

January 2024

OSHA - Personal Protective Equipment

Annual for Public Services, Parks/Conservation, Water, Police, Fire

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: Learn the basics of personal protective equipment (PPE) at work. You'll find out how to recognize respiratory hazards, name common types PPE, and identify procedures for wearing and maintaining PPE. Topics include noise exposure and hearing conservation, eye and face protection, and hand protection.

OSHA - Respiratory Protection

Annual for Public Services, Parks/Conservation, Fire

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: This course covers respiratory hazards, protection mechanisms, safe work practices, and use of respiratory protection against hazardous airborne contaminants in the work environment. Topics include employer and employee responsibilities; the nature, extent, and effects of respiratory hazards; the operation, limitations, and capabilities of respirators; and respirator selection, use inspection, maintenance, cleaning, storage, and malfunctions.

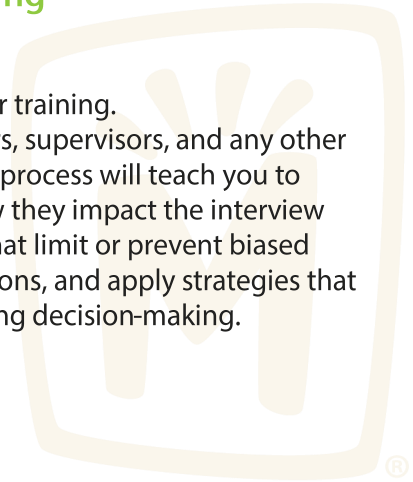
HR - DEIB: Bias in Interviewing

Annual for ALL Employees

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: This course for recruiters, supervisors, and any other employees involved in the interview process will teach you to understand common biases and how they impact the interview process, set up and follow systems that limit or prevent biased thoughts from affecting hiring decisions, and apply strategies that prevent individual bias from impacting decision-making.



OSHA - Welding, Cutting & Brazing Safety

Annual for Public Services, Parks/Conservation, Water

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: This course covers potential health and safety concerns unique to welding, cutting, and brazing. Topics include compressed gas and oxygen cylinders; arc welding and cutting; personal protection equipment (PPE); fire prevention techniques; mechanical ventilation; confined spaces; and metals of toxic significance or with protective coatings.

February 2024

OSHA - Hearing Conservation

Annual for Public Services, Parks/Conservation, Water, Building/Engineering, Police, Fire

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: Upon successful completion of this training, you will be able to identify the effects on hearing, recognize the different causes of hearing impairment, identify the purpose of OSHA's Hearing Conservation Program, specify the purpose and procedures of audiometric testing, specify the purpose of hearing protectors and the advantages and disadvantages of the various types, and specify the proper fitting, use and care of hearing protection.

OSHA - Emergency Response in the Workplace

Annual for ALL Employees

Virtual: IMWCA/Learn

Timeline: Please allow 45 minutes for training.

Description: This course focuses on giving you the basic skills to react and adapt to emergencies, including understanding the basics of evacuation, shelter-in-place, and lockdown procedures, and the psychological effects of stress.

OSHA - Machine Guarding

Annual for Public Services, Parks/Conservation, Water

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: Learn about OSHA requirements for machine guarding, point of operation guarding, and examples of machinery that require guarding.

HR - Project Management

Required for Executive Leadership Team

Third Party

Timeline: Dates/times TBD.

Description: Learn how to initiate, define, and organize a project. Topics may include skills, knowledge, and tools to set and achieve project goals.

March 2023

OSHA - Lockout/Tagout

Required for Public Services, Parks/Conservation, Water

Virtual: IMWCA/Learn

Timeline: Please allow 15 minutes for training.

Description: This course covers the OSHA standard regarding specific practices and procedures that safeguard employees from the unexpected startup of machinery, and the release of hazardous energy from that start up.

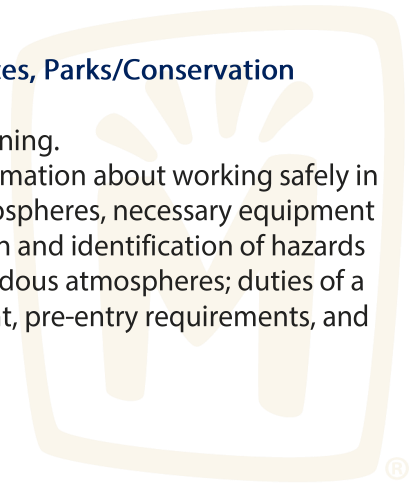
OSHA - Confined Spaces

Required annually for Public Services, Parks/Conservation

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: This course covers information about working safely in confined spaces and hazardous atmospheres, necessary equipment and permits. Topics include definition and identification of hazards related to confined spaces and hazardous atmospheres; duties of a confined space attendant; equipment, pre-entry requirements, and point-of-entry permits.



HR - Dealing with Difficult Customers

Required for ALL Employees

Virtual: IMWCA/Learn

Timeline: Please allow 20 minutes for training.

Description: This course covers the reason why customers become upset and the ways of dealing with challenging customers.

Information Technology - Cyber Security Awareness Training

Annual Requirement for ALL Employees

Virtual: KnowBe4

Timeline: Please allow 30 minutes for training.

Description: Learn how to identify, prevent, and report situations that could lead to a data breach. This course teaches safe computing practices that help you protect personal and company information.

April 2024

OSHA - Hazard Communication

Required for ALL Employees

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: This course covers OSHA's Hazard Communication Standard which requires that hazardous materials used at the work site are identified, labeled, handled, used, and disposed of properly. Topics include chemical states, employer and employee responsibilities, company goals, and federal agencies that regulate workplace chemicals. The goal of the course is to prevent or minimize employee exposure to hazardous materials and to minimize their accidental release in the work environment.

HR - Giving Feedback

Annual for ALL employees

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: This course covers the steps in giving both reinforcement and redirection feedback in a workplace environment. Giving feedback can help diffuse conflicts before they happen, and can increase employee engagement.

General - CPR Training

Optional for ALL employees

In Person: Fire Department

Timeline: Please allow 1 hour for training. Dates/times TBD.

Description: This course will teach participants how to recognize and respond to cardiac and breathing emergencies and provide first aid. The course covers how to perform high-quality chest compressions, deliver appropriate ventilations, and use an automated external defibrillator (AED).

HR - Receiving Feedback

Annual for ALL employees

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: This course covers the steps in receiving both reinforcement and redirection feedback in a workplace environment. Receiving feedback can help improve your listening skills, increase motivation, enhance your performance, allow you to continue to grow, and develop closer relationships.

May 2023

HR - Harassment Prevention

Required for ALL Employees

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: This course will teach you to recognize workplace practices or behaviors that could have a discriminatory effect, identify harassing behaviors in the workplace, and take action to report and prevent harassment– including sexual harassment and retaliation.

June 2023

HR - DEIB: Diversity in the Workplace

Annual Requirement for ALL employees

Virtual: IMWCA/Learn

Timeline: Please allow 20 minutes for training.

Description: This course covers the benefits and challenges of creating and maintaining a diverse workforce.

General - Fire Extinguisher Training

As Needed for ALL Employees

In Person: Fire Department

Timeline: Please allow 30 minutes for training.

Description: This course will introduce the basic elements of fire extinguisher use in case of fire in the workplace and techniques of fire preparedness.

General - Defensive Driving

Annual for all who drive a company vehicle or receive car allowance or mileage

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: This course, intended for experienced drivers, covers the risk inherent in driving and offers concrete tips on how to reduce the likelihood of a collision. The course covers vehicle protection systems, rules of the road, how to deal effectively with hazardous conditions, and making safe choices.

July 2024

OSHA - Hand and Portable Power Tools

Annual for Public Services, Parks/Conservation, Water, Fire

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: There are several types of power tools based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and power-actuated. These tools are commonly used in the industry and at home. This course will provide an understanding of the potential hazards power tools exhibit and identify safety precautions that will minimize or eliminate these hazards.

August 2024

OSHA - Bloodborne Pathogens

Annual Requirement for ALL employees

Virtual: IMWCA/Learn

Timeline: Please allow 45 minutes for training.

Description: This course provides information to minimize the

health risks to workers exposed to blood and other potentially infectious materials. Topics include the definition of bloodborne pathogens, symptoms of the diseases they cause, and modes of transmission; Exposure Control Plans; universal precautions, engineering controls, work practices, and personal protection equipment; decontamination and disposal; hepatitis B vaccines and emergency procedures related to exposure incidents.

September 2024

DEIB: Check-In

Annual for ALL Employees

TBD

Description: Diversity, Equity, Inclusion, & Belonging is important and integral to the long-term success and growth of a company.

HR - Stress Management at Work and Elsewhere

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: Let's be real– we all know what stress is. We also know that too much stress can be bad for us and that there are a number of practical ways to deal with stress. But, knowing about stress and how to relieve it is one thing, and actually doing something to recognize and mitigate stress is another thing altogether. This course is your chance to pause your regular activities and worries for a short while, and take a deeper look at how stress is showing up in your life and in your job.

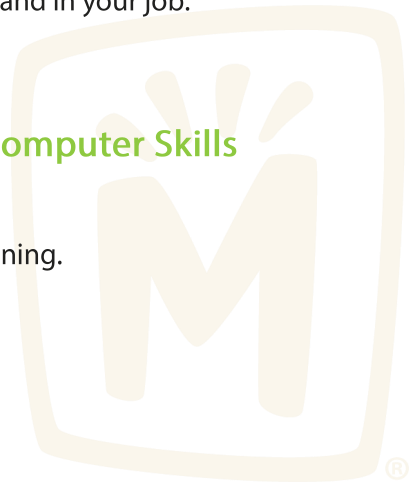
October 2024

Information Technology - Computer Skills

Annual for ALL employees

Virtual: KnowBe4

Timeline: Please allow 1 hour for training.



OSHA - Fire Prevention

Annual for ALL employees

Virtual: IMWCA/Learn

Timeline: Please allow 20 minutes for training.

Description: This course teaches you to recognize and classify potential fire hazards in your work environment, prevent fires with good housekeeping practices, differentiate between a fire that's safe to extinguish versus a fire that requires immediate evacuations, and apply the P.A.S.S. method to use a fire extinguisher.

November 2024

OSHA - Electrical Safety

Annual for Public Services, Parks/Conservation, Water, Fire

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: This course covers defining unqualified workers and qualified workers according to OSHA, the basic rule of electricity, and how electricity impacts the human body, how to recognize electrical hazards, and basic electrical safety prevention methods.

OSHA - Forklift Safety

Annual for Public Services, Parks/Conservation, Water

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: This forklift safety course provides the necessary academic training required to become a qualified forklift operator. Topics include forklift physics, proper forklift operation and safety practices, general preventive maintenance practices, and safe refueling and recharging procedures. Many practical exercises are provided and good habits are illustrated.

OSHA - Emergency Communication in the Workplace

Required for ALL Employees

Virtual: IMWCA/Learn

Timeline: Please allow 45 minutes for training.

Description: Are you ready for an emergency? Communication plays a primary role in the workplace. If an everyday breakdown in communication at your workplace can have such negative results,

imagine the consequences of miscommunication during an emergency. This course focuses on knowing how to communicate during an emergency, how to effectively report an emergency, and how to overcome communication barriers.

December 2024

OSHA - Slips/Trips/Falls

Annual for Public Services, Parks/Conservation, Water, Building/Engineering

Virtual: IMWCA/Learn

Timeline: Please allow 20 minutes for training.

Description: Slips, trips, and falls are the most commonly reported accidents. The resulting injuries can range from a skinned knee to a fractured hip, or worse. This training will teach you to identify potential slip, trip, and fall hazards and the best practices to prevent slips, trips, and falls in organizations like ours. We show real images of these hazards and recommend how to fix the problem.

HR - DEIB Training

Annual for ALL employees

Virtual: IMWCA/Learn

Timeline: Please allow 1 hour for training.

Description: This training will focus on awareness and practices regarding any workplace issues related to unconscious bias, information on inclusive language, and the importance of creating a culture of belonging.

OSHA - Office Safety

Required for Building/Engineering, Police, Fire, Office Staff

Virtual: IMWCA/Learn

Timeline: Please allow 30 minutes for training.

Description: Each year, employees miss work and potential wages due to work-related injuries or hazards. Working safely means more than just using special equipment or following special procedures. It means building safety into your actions and your thinking. It means making safety a way of life, on and off the job. This training course will help employees and supervisors recognize potential office hazards and learn how to eliminate or reduce accidents in the workplace.

