**TRAINING UPDATE**

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| **Lab Location:** | All | **Date Distributed:** | 11/3/2022 |
| **Department:** | All | **Due Date:** | 2022 |
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**DESCRIPTION OF PROCEDURE**

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| **Mandatory** |
| All Staff must register and attend 8-hour GAP training by the end of 2022.  Go to workday to view available class times and to register. Classes are filling up quickly. |
| **Instructions to register** |
| This is how you register for the mandatory training.  ALL employees must complete.   1. Workday 2. Menu 3. Learning 4. Discover 5. Browse Learning 6. Type "GAP" in the search bar (the lower one) 7. Select "Bridging the GAP:  Patient Experience Full Day Training"   If you run into ANY difficulties registering, SEE YOUR SUPERVISOR. |