

CATEGORY	TRAINING	METHOD	Required or optional	<input checked="" type="checkbox"/>
Administration/ Management	Finances and Forms	Live meeting	Optional	
	IOM Travel Loans	Live meeting	Optional	
	Positive Messaging and Media Relations	Video	Required	
	Refugee Fraud Prevention and Protocols for Protecting Personally Identifiable Information	Live meeting	Required <i>before arrival</i>	
Pre-Arrival Trainings - Before Client Arrival	Navigating the IRIS Database & Orientation to EMM's Online Learning Platform	Live meeting	Required	
	Introduction to Reception & Placement (GE-003)	E-Learning Platform	Required	
	Reviewing Cases in IRIS (PRE-004)	E-Learning Platform	Required	
	Preparing for Arrivals (PRE-005)	E-Learning Platform	Required	
	Introduction to the Family Reunification Program (FR-001)	E-Learning Platform	Required	
Pre-Arrival Trainings - At Any Time	Introduction to EMM (GE-001)	E-Learning Platform	Optional	
	Introduction to the U.S. Refugee Admissions Program (GE-002)	E-Learning Platform	Optional	
	Introduction to the EMM R&P Pre-Arrival Unit (PRE-001)	E-Learning Platform	Optional	
	Allocations and Case Placement (PRE-002)	E-Learning Platform	Optional	
	R&P Case Assurances (PRE-003)	E-Learning Platform	Optional	
	Assistance to Refugee Minor Children	Live, if required by EMM	TBD	

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Post-Arrival Trainings - <i>Must Be Completed Prior to Client Arrival</i>	Reception and Placement Program Overview	Live meeting	Required	<input type="checkbox"/>
	Cooperative Agreement	Live meeting	Required	<input type="checkbox"/>
	Accountability to Affected Populations (AAP)	Live meeting	Required	<input type="checkbox"/>
	Preventing Sexual Exploitation and Abuse (PSEA)	Live meeting	Required	<input type="checkbox"/>
	Refugee Documents Overview	Live meeting	Required	<input type="checkbox"/>
	How to Resolve Documentation Issues	Live meeting	Required	<input type="checkbox"/>
	How to Write Case Notes	Live meeting	Required	<input type="checkbox"/>
	Initial Required Paperwork	Live meeting	Required	<input type="checkbox"/>
	Case Planning Timeline Review	Live meeting	Required	<input type="checkbox"/>
Post-Arrival Trainings - <i>May Be Completed After Client Arrival</i>	R&P Required Forms	Live meeting	Required	<input type="checkbox"/>
	R&P Service Plan	Live meeting	Required	<input type="checkbox"/>
	Cultural Orientation Requirements	Document Review & Live Q&A	Required - may be completed by Team Member	<input type="checkbox"/>
	IRIS Required Reports	Live meeting	Required	<input type="checkbox"/>