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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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MEMORANDUM
HR #35-25

September 12, 2025

TO: Directors
Deputy Directors
Department/Division Human Resources Staff

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: DHRM Training Classes

The Division of Human Resource Management (DHRM) is pleased to announce a temporary enrollment process so that State of Nevada executive branch employees can continue to participate in DHRM training classes offered by the Office of Employee Development (OED) and the Equal Employment Opportunity (EEO) teams. This temporary process will be used until NEATS is back and fully operational.

If you wish to attend classes offered by the Office of Employee Development (OED), please utilize this form: [OED Class Link](#)

If you wish to attend a sexual harassment prevention class offered by the Equal Employment Opportunity (EEO) office, please use this form: [EEO Class Link](#)

OED's in-person classes are capped at 25 seats per class. EEO's virtual classes are capped at 45 participants. Enrollment for both will be offered on a 'first-come, first-served' basis. OED class descriptions can be found in the document attached to this email. If you previously signed up for any classes in NEATS, those enrollments are no longer valid. Please sign up again using the links above.

Participants who request a training class will be notified 1-week before their class to confirm enrollment. A regrets email - indicating the class is already full - will be sent to those for whom a seat is unavailable. Supervisor approval to attend classes continues to be mandatory and class participants are required to gain that approval after their enrollment has been confirmed.

We look forward to serving State of Nevada employees with these training opportunities.