RAAO Staff Training Manual

Prepared for: Rising Against All Odds (RAAO)

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Date: [Insert Date]

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## Training Checklists & Assessment Forms

- Onboarding Checklist (per department)

- Supervisor’s 30/60/90-day performance review forms

- Job-specific task competency checklists

- Volunteer orientation sign-off form

- AI system usage comfort scale self-assessment

## AI System Quick Guides

- How to log in and access the dashboard

- Common prompts by role (Finance, Outreach, HR, Admin)

- How to escalate a flagged issue

- Reviewing AI-generated reports for accuracy

## Compliance & Legal Reference Materials

- Confidentiality & HIPAA compliance guide

- IRS 501(c)(3) summary for staff awareness

- WVHA and HRSA grant compliance cheat sheets

- Whistleblower policy summary card

## Contact Information for Support & Reporting

- AI/IT Support: ai.support@raao.org

- HR & Compliance: hr@raao.org

- CEO Direct: brenda.flowers@raao.org

- AI Oversight Officer: tim.griffin@ablhq.com

- Board Chair: barbara.grimm@raao.org

📌 This concludes the formal content of the RAAO Staff Training Manual. Ready for review and feedback.