

# Annual Essential Learning: What You Should Know

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A Message from:  
Global Head of Learning  
& Talent Management

## CBRE

Next month, we will launch Annual Essential Learning,<sup>1</sup> a dedicated timeframe for CBRE-required training on the policies, procedures and actions that help CBRE maintain a safe, inclusive and productive work environment.<sup>2</sup>

We appreciate your support of this annual campaign. Here are a few things to know:

Training will be assigned in Talent Coach on September 6 and due by November 6.

- Beginning in early September, a series of communications will encourage employees to complete Annual Essential Learning.
- Employees in the U.S. will be required to complete 2.5 - 3.5 hours of training while employees outside the U.S. will be required to complete 1.5 hours of training.<sup>3</sup>
- People Business Partners are not responsible for monitoring completion. There will be automated follow-up for managers who have employees with outstanding training.
- The [Annual Essential Learning](#) intranet page has more information and recommended [learning plans](#) to help employees prioritize learning in their busy schedules.

We encourage you to share this information with your teams and the business leaders you support. **Most importantly, please ensure you and your team prioritize and complete Annual Essential Learning by November 6.** If you have questions, contact [G. Austin](#).



<sup>1</sup>Required CBRE learning is subject to country laws, processes and, where applicable, consultation with relevant employee representative bodies.

<sup>2</sup>Exceptions include account-specific or ongoing HSE-required training, which will continue to be assigned throughout the year as the business requires.

<sup>3</sup>Learning assignments are based on location and role. New employees should complete all assigned courses even if similar training was part of their onboarding. Chicago-based employees and their managers who completed Dignity & Respect in the Global Workplace training earlier this year do not have to take the course again.

*Distribution: People Extended Leadership Team*