# STATE CENTER COMMUNITY COLLEGE DISTRICT

# PROFESSIONAL DEVELOPMENT

**2023-2024**

**TRAINING CATALOG**

- Professional Development
- Personal Development
- Compliance Trainings

## Register and start training now!

Embracing Diversity

# 2023-2024 Training Catalog

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# Letter from the Director

Greetings Learners,

The benefits of lifelong learning are immeasurable, and the motivations are widely varying.

For professional development, not only can you find support for your career aspirations, but also networking opportunities in training events. For personal development, you may complement or enhance skills which contribute to your joy and quality of life.

In either instance, curiosity, self-reflection, and growth are all byproducts of lifelong learning.

Training requires us to stop for a beat. Often, we get into routines, or we get swept up into our daily to-do lists. To leave your worksite or to set your to-do list aside for a webinar allows you to pause, shift your mental focus and redirect your attention.

Whatever is a recurring interest or is inspirational to you might be a spark that is shared with someone else. And it is in these spaces where we grow fellowship and connections with our peers. Particularly at SCCCD, where many of us have very different types of jobs, Professional Development allows us to share space and grow connections when we might not otherwise be assigned to work together.

As our students and community needs change and grow, so must we as a District. Professional Development programs allow us to continue the pursuit of lifelong learning and self-improvement to inspire and revitalize our communities, and ourselves.

I hope you find a training in this catalog that inspires you and that you make a new connection at a training event.

Until our next training,

*C. Phillips*

Christine Phillips (she/her)

District Director of EEO/Diversity & Professional Development

# Professional Development Strands

Below is a summary of the various Professional Development strands that we offer districtwide with sample training content. Training content offerings may vary from year to year, but a full description of all session offerings can be found at the end of this catalog.



|    | Strand | Sample Content |
|----|--------|----------------|
| 1  | EEO & Diversity | Training for faculty selection committees, Cultural Affirmation |
| 2  | Classified Professionals (CP) | Mega Conference, Leadership State Center |
| 3  | District Operations & Safety (Ops) | Situational Training, Stryker Chair, Stop the Bleed |
| 4  | Technology | Report Manager, Colleague, NeoEd |
| 5  | Management & Leadership Development | MDA, Quarterly Management Meeting |
| 6  | New Employee Orientation (NEO) | New Employee Orientation |
| 7  | Liebert Cassidy Whitmore (LCW) | Legal Updates & Trainings |
| 8  | Compliance/Required Trainings | Sexual Harassment Prevention: AB1825, SB1343, Mandated Reporter, FERPA, IIPP |
| 9  | Human Resources (HR) | Retirement, Equivalencies, Title IX, Benefits |
| 10 | Personnel Commission (PC) | Resume and Application Prep, Recruitment Exam Prep |
| 11 | Finance | SCIP, Travel & Conference, General Ledger |
| 12 | Online Resources | Employee Assistance Program (EAP), Halcyon, Vision Resource Center (VRC) |

# 2023-2024 Training Calendar

To register for these classes, please go to the SCCCD employee portal and navigate to the Vision Resource Center "app" or visit https://visionresourcecenter.cccco.edu/ and login using your SCCCD email address.

## July 2023
| | | |
|---|---|---|
| July 14 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |
| July 21 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |
| Jul7 27 | 8:00am – 5:00pm | New Employee Orientation (Classified) |

## August 2023
| | | |
|---|---|---|
| August 4 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |
| August 16 | 10:00am - 11:30am | HR Workshop: Title IX |
| August 25 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |
| August 25 | 9:00am – 12:00pm | LCW: Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment |
| August 31 | 8:00am – 5:00pm | New Employee Orientation (Academic) |

## September 2023
| | | |
|---|---|---|
| September 8 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |
| September 13 | 3:00pm – 4:30pm | PC Workshop: Resume and Application Preparation |
| September 20 | 10:00am – 11:30am | HR Workshop: Complaints, Grievances |
| September 22 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |
| September 26 | 2:00pm – 3:00pm | Technology: NeoEd Online Hiring Center |
| September 29 | 9:00am – 12:00pm | LCW: Disciplinary and Harassment Investigations: Who, What, When and How |

## October 2023
| | | |
|---|---|---|
| October 5 | 8:30am – 10:30am | MDA: Management Essentials |
| October 10 | 10:00am – 11:30am | Finance: Hotel Engine/Travel & Conference |
| October 11 | 3:00pm – 4:30pm | PC Workshop: Assessment & Interviewing Strategies 1.0 & 2.0 |
| October 13 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |
| October 13 | 9:00am – 12:00pm | LCW: Office Hours |
| October 25 | 10:00am – 11:30am | HR Workshop: Benefits |
| October 27 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |

## November 2023
| | | |
|---|---|---|
| November 3 | 9:00am – 12:00pm | LCW: Evaluation, Discipline & Non Re-Employment of Contract Faculty |
| November 8 | 3:00pm – 4:30pm | PC Workshop: Mock Oral Boards & Hiring Manager's Interview |
| November 9 | 8:30am – 10:30am | MDA: Classification and Out-of-Classification |
| November 15 | 10:00am – 11:30am | HR Workshop: Faculty Application Equivalencies and Interviews |
| November 17 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII |
| November 28 | 2:00pm – 3:00pm | Technology: NeoEd Perform (Evaluations) |

## December 2023
| | | |
|---|---|---|
| December 8 | 8:00am – 12:00pm | CP Leadership State Center Academy XXII Graduation |
| December 15 | 9:00am – 12:00pm | LCW: Public Sector Employment Law Update |

## January 2024

| | | |
|---|---|---|
| January 9 | 10:00am – 11:30am | Finance: Budget |
| January 10 | 3:00pm – 4:30pm | PC Workshop: Understanding the Personnel Commission |
| January 11 | 8:30am – 10:30am | MDA: F.R.I.S.K. 2.0 |
| January 17 | 10:00am – 11:30am | HR Workshop: Financial Literacy |
| January 19 | 9:00am – 12:00pm | LCW: An Employment Relations Primer for Community College District Administrators and Supervisors |
| January 24 | 2:00pm – 4:00pm | EEO Training for Search Committees |
| January 31 | 10:00am – 11:30am | HR Workshop: SCCCD Retirement Process & Health Insurance |

## February 2024

| | | |
|---|---|---|
| February 2 | 9:00am – 12:00pm | LCW: DEIA, Evaluation and Title 5 |
| February 7 | 10:00am – 11:30am | HR Workshop: Kaiser's Medicare 101 |
| February 8 | 8:30am – 10:30am | MDA: Budget Development & Management |
| February 13 | 10:00am – 11:30am | HR Workshop: CalSTRS |
| February 13 | 10:00am – 11:30am | Finance: SCIP |
| February 14 | 3:00pm – 4:30pm | PC Workshop: Rising Through the Ranks |
| February 15 | 10:00am – 11:30am | HR Workshop: CalPERS |
| February 21 | 10:00am – 11:30am | HR Workshop: Strategic Tips & Tricks (Time & Project Mgmt) |

## March 2024

| | | |
|---|---|---|
| March 1 | 9:00am – 12:00pm | LCW: Name that Section: Frequently Used Education Code and Title 5 Sections for Community College Districts |
| March 7 | 8:00am – 5:00pm | New Employee Orientation (Classified & Academic) |
| March 12 | 10:00am – 11:30am | Finance: Contracts |
| March 13 | 3:00pm – 4:00pm | PC Workshop: The Hiring Manager's Guide to Creating a Recruitment Plan |
| March 14 | 8:30am – 10:30am | MDA: Title IX |
| March 20 | 10:00am – 11:30am | HR Workshop: Invisible Disabilities |
| March 26 | 8:00am – 5:00pm | Classified Mega Conference |

## April 2024

| | | |
|---|---|---|
| April 5 | 9:00am – 12:00pm | LCW: Emerging Issues Related to AI |
| April 17 | 10:00am – 11:30am | HR Workshop: Leaves & Accommodations |
| April 19 | 9:00am – 12:00pm | LCW: Creating a Culture of Respect |
| April 23 | 2:00pm – 3:00pm | Technology: PeopleAdmin/TalentEd |

## May 2024

| | | |
|---|---|---|
| May 8 | 3:00pm – 4:30pm | PC Workshop: Personnel Commission Rules |
| May 17 | 9:00am – 12:00pm | LCW: Leaves, Leaves and More Leaves |
| May 22 | 10:00am – 11:30am | HR Workshop: Mental Health Awareness |

## June 2024

| | | |
|---|---|---|
| June 7 | 9:00am – 12:00pm | LCW: Office Hours |
| June 13 | 8:30am – 10:30am | MDA: Learning Styles for Managers |
| June 24 | 10:00am – 11:30am | HR Workshop: Individual Learning Styles |
| June 25 | 2:00pm – 3:00pm | Technology: Vision Resource Center Training |

*Districtwide Management Meeting schedule to be determined
**Safety trainings scheduled as requested

# Training Session Descriptions

Descriptions of our trainings are available by strand. If you see a training topic that you're interested in but is not being offered this year, let us know! Also, if there is a new topic that you'd like us to offer, reach out to us and we may be able to connect you with some resources or add it to a future training schedule.

## 1. EEO& Diversity

| EEO Training for Search Committees | |
| --- | --- |
| Target Audience | Members of academic search committees, hiring managers, oral board panelists |
| Frequency & length | 2-hour training available in-person and asynchronously |
| Attendance Requirement | Before a person can serve on a selection/screening committee, they must receive equal employment opportunity (EEO) and diversity training within the previous 12-18 months prior to service on the screening/selection committee (time line depends on the type of recruitment). This training is mandatory. Individuals who have not received this training will not be allowed to serve on screening/selection committees or on oral board panels. |
| Description | These training sessions prepare individuals for their roles on academic search/hiring committees and include:<br>• the requirements of the Title 5 regulations on equal employment opportunity (Title 5 sections 53000, et. seq. of the California Code of Regulations);<br>• the requirements of federal and state nondiscrimination laws;<br>• the requirements of the District's Equal Employment Opportunity Plan;<br>• principles of diversity and cultural humility;<br>• the value of a diverse workforce; and<br>• recognizing bias. |
| How to enroll | Individuals selected to serve on hiring committees who require this training will be contacted by the EEO/Professional Development Office via email.<br><br>Employees can also participate in the asynchronous training available at any time by contacting professional-development@scccd.edu |

| Cultural Affirmation | |
| --- | --- |
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | • |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| **Intergenerational Communication** | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | The district's diverse community provides us with a wealth of perspectives and lived experiences that can help us to serve our students best. Intergenerational communication skills are not just desirable but essential in order to facilitate effective and efficient interactions between individuals with unique generational perspectives. In this session, participants will learn about generational workplace characteristics, common myths and stereotypes, and how to effectively communicate across generations. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| **Invisible Disabilities** | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Join us in a thoughtful conversation about disabilities that are less obvious but nonetheless impactful to a peer or yourself. This session seeks to engage participants in addressing common biases and knowledge about invisible disabilities. Invisible disabilities are often socially isolating and unaddressed.  This workshop will provide tools to approach sensitive conversations, establish resources that are available, and to help increase empathy to be able to effectively support individuals with invisible disabilities. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| **Bystander Intervention** | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | We all possess the ability to stand up for one another. This workshop will cover strategies which help onlookers insert themselves directly or indirectly into situations of workplace conflict, including instances of bullying or aggressive behavior. Learning these strategies will help you override the common instinct to feel frozen or unsure how to react to these situations in a way that you still feel safe and comfortable. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Affinity Group Panel | |
| --- | --- |
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Affinity groups bring together employees with similar backgrounds or interests and can be a space for people to feel more connected. Affinity groups provide a unique opportunity to cross disciplines and job-types to collaborate with faculty, staff, and administrators in meaningful ways. Join a panel discussion with the Affinity Groups established across the District to learn more about the work they do. Find allies, connection, support and inspiration by learning more about the Affinity Groups at SCCCD. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

# 2. Classified Professionals

The Classified Professionals training strand presents content created and presented by fellow Classified Professionals. It includes the two flagship programs listed below.

| Leadership State Center Cohort | |
| --- | --- |
| Target Audience | Optional, open to all potential leaders in the classified service including Classified Professionals and Classified Managers |
| Frequency & length | Monthly half-day modules between July and December |
| Attendance Requirement | Attendance al all modules is required for successful completion |
| Description | Leadership State Center is a modular program designed to prepare classified managers and classified professionals for leadership roles. It promotes access to, and dialogue with, District and campus leaders, and facilitates development of leadership skills through assigned reading and related activities, as well as individual and group homework projects. |
| How to enroll | Applications announcements are sent in the districtwide mail-all each Spring. Participants must have their application approved and have approval from their managers to participate. |

| Classified Professionals Mega Conference | |
| --- | --- |
| Target Audience | Optional, open to all faculty, classified professionals and administrators |
| Frequency & length | 1 full day conference held annually on the Tuesday of Spring Break |
| Attendance Requirement | With approval from manager, all classified employees are invited to attend |
| Description | ▪ The Classified Mega-Conference is an optional, one day, annual event for classified employees (with management approval). Participants attend a variety of mini-workshops which focus on professional development topics. This event is planned by and for Classified Professionals.<br>▪ At the Mega Conference, 2 employee recognition programs also highlight classified achievements. They are the Classified Professional of the year and Classified Achievements which recognize any classified professional who has earned a degree, certification, was promoted or elected or appointed to an officer role in a community organization. |
| How to enroll | Districtwide email notices will announce registration each Spring. |

# 3. District Operations and Safety

Aside from compliance training assigned at hire or as required, Operations and Safety departments offer several courses which may better prepare you for your particular worksite.

| District Operations and Safety | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators and student workers |
| Frequency & length | Training offered as requested or assigned |
| Attendance Requirement | As requested or assigned |
| Description | Various topics including:<br>▪ Fire Extinguisher<br>▪ Power Industrial Trucks (Forklifts)<br>▪ Incident Command System<br>▪ General Building Safety<br>▪ Safety Handling Equipment<br>▪ Emergency Response and Contingency Planning<br>▪ Facilities Inspection<br>▪ Heat Illness Prevention Program<br>▪ Wildfire Smoke Protection<br>▪ Emergency Procedures<br>▪ AED/CPR/First Aide<br>▪ Active Shooter Response<br>▪ Stryker Chair (Evacuation Chair)<br>▪ Stop the Bleed<br>▪ Rape Aggression Defense (RAD)<br>▪ Coffee with a Cop (Property Crime Prevention) |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

# 4. Technology

The District utilizes a variety of software programs to conduct business and support students. These trainings will help guide you through some of the programs to increase your proficiency and streamline your processes.

| BenefitBridge | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | The District is excited to introduce our new online benefit administration platform, BenefitBridge! Our benefits team has partnered with our broker, Keenan, to streamline the benefits enrollment process by implementing their simple to use administration system, BenefitBridge. With BenefitBridge, employees will now have the autonomy to enroll or update in their benefits as a new hire, for life event changes, and during our annual open enrollment period. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Cybersecurity | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Learn how to safeguard against hackers, phishers, and bad actors.  Tips and training will help you identify scams and protect the District and your own identity. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| NeoEd Online Hiring Center | |
|---|---|
| Target Audience | Open to all managers. Ideal for those who submit classified requisitions or hires in NeoEd. |
| Frequency & length | 1 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | The NeoGov Insight module is used by the Personnel Commission to automate the entire classified recruitment process from the initial requisition through the final hire. In correlation with Insight, the Online Hiring Center (OHC) provides hiring departments with a simple user interface to create requisitions, complete approvals, and view candidates. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| NeoEd Perform | |
|---|---|
| Target Audience | Open to academic and classified managers. |
| Frequency & length | 1 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | The NeoGov Perform module is currently used to complete performance evaluations for classified and confidential staff as well as classified managers. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| PeopleAdmin/TalentEd | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. Geared towards those submitting requisitions and participating on academic search committees. |
| Frequency & length | 1 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn how to navigate PeopleAdmin including tips on how to customize screens for ease of use, run reports and submit requisitions. We will also demonstrate the requisition process and workflow using a test position. Participants will also be invited to engage in a Q & A discussion on frequently asked questions. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Report Manager Training | |
|---|---|
| Target Audience | Optional, open to all faculty, classified professionals and administrators |
| Frequency & length | 1 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Learn how to navigate to and within the Report Manager, how to search for or view important data, how to set up subscriptions, and export reports to MS Excel and other file formats. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

# 5. Management & Leadership Development

Management and Leadership Development courses are intended to transition new managers into their role as well as to keep current managers abreast of changes in policy, regulations and trends.

| Management Development Academy (MDA) | |
|---|---|
| Target Audience | SCCCD employees new to a supervisory or management role or a member of management who would like to brush up on their skills. |
| Frequency & length | The program consists of a series of stand-alone 2-hour modules |
| Attendance Requirement | Participants are not required to attend all modules offered, but only those that attend all modules in an academic year will receive a certificate of completion. |
| Description | The Management Development Academy (MDA) is designed to introduce new supervisory and management employees to basic leadership principles and receive training on managerial procedures and processes. Topics may include: Budget Management, Employee Disciplinary Process and Performance Management. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Districtwide Managers Meeting | |
|---|---|
| Target Audience | Open to all academic and classified managers |
| Frequency & length | Quarterly, ½-1 full day |
| Attendance Requirement | Mandatory for all academic and classified managers |
| Description | These information sessions focus on current topics, projects, and situations affecting the District and on various training sessions to enhance managerial skills, knowledge and information sharing. |
| How to enroll | Email registration with agenda will be sent to all managers prior to the event dates. |
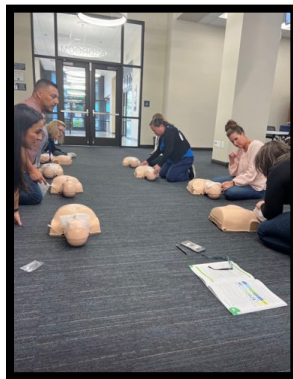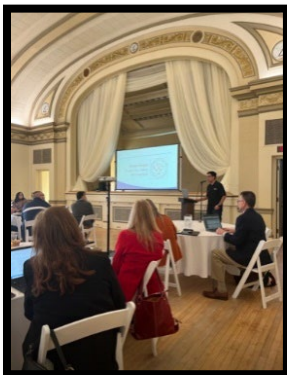
# 6. New Employee Orientation (NEO)

New Employee Orientation provides information for all new, permanent, full time and part time employees to help them be successful at SCCCD.

| New Employee Orientation | |
|---|---|
| Target Audience | New permanent full-time and part-time employees. |
| Frequency & length | This is a half-day morning session, which will be offered two to four times per year (depending on the number of new hires). |
| Attendance Requirement | Newly hired, permanent employees are required to attend one (1) session. |
| Description | NEO includes an overview on topics such as benefits, the health and safety, emergency procedures, payroll, the functions and operations of the HR department, the Personnel Commission, EEO, Equity, SCCC Foundation, Guided Pathways and Information Technology departments. |
| How to enroll | Invitations will be sent to participants via email. |

# 7. Liebert Cassidy Whitmore (LCW)/Central 14

LCW, labor, employment and education law attorneys, present workshops throughout the year on issues specific to the community college environment.

| Various Topics | |
|---|---|
| Target Audience | Optional, open to all academic and classified managers |
| Frequency & length | Several optional workshops are held throughout the year, usually monthly on a Friday morning. Each workshop is approximately three (3) hours in length via zoom. |
| Attendance Requirement | Managers may attend workshops which are applicable to their development needs |
| Description | Topics vary each year, but may include "Managing Performance Through Evaluation", "Technology and Employee Privacy", "Speaking Freely or Shouting Fire", etc. Workshops are offered either via videoconference or in person. They are usually geared toward management personnel. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

# 8. Compliance/Required Trainings

Depending on the type of position one is assigned to, training will be assigned that are required at hire and may require periodic refreshment/recertification. These trainings are self-paced online courses and are to be completed on work-time.

| Compliance Trainings | |
|---|---|
| Target Audience | Assigned to all faculty, classified professionals and administrators |
| Frequency & length | Contingent on type of employee and work location |
| Attendance Requirement | Mandatory. Some trainings required to be refreshed periodically. |
| Description | Required training topics include:<br>■ COVID-19 Information and Prevention Guidelines<br>■ Cal/OSHA COVID-19 Employee Training<br>■ Cybersecurity<br>■ Sexual Harassment & Discrimination Prevention<br>■ CA AB1432 Mandated Reporter Training<br>■ FERPA<br>■ GHS Hazard Communication<br>■ Injury and Illness Prevention Plans (IIPP)<br>■ Office Ergonomics<br>■ Portable Fire Extinguishers<br>■ Title IX<br>Additional modules that may be required are:<br>■ Heat Illness Prevention Training<br>■ Chemical Hygiene<br>■ Bloodborne Pathogens for Schools<br>■ Cart Operator Safety Training<br>■ Integrated Pest Management<br>■ Playground Supervision<br>■ Workplace Violence and School Safety |
| How to enroll | Participants will automatically be enrolled at hire by the Professional Development office. |

# 9. Human Resources (HR)

Human Resources offers trainings on a variety of topics ranging from technical skills to personal enrichment.

| Accommodations | |
|---|---|
| Target Audience | Optional, open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn laws associated with reasonable accommodation and interactive discussions as they relate to workplace restrictions and functional limitations. Participants will also be invited to engage in a Q & A discussion. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Application, Equivalencies and Interviews – Practical Guidance for Successful Faculty Applications and Interviews | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators and members of the public |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Participants will learn best practices regarding the application and interview process for all academic positions including full and part-time faculty and academic administrators. Participants will also be invited to engage in a Q&A discussion. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Benefits & EAP | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Come learn about your health benefits and tools available to you! The presenters will discuss some key benefits of all the health plans along with tools you can use to assist you in getting the most out of your health benefits. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Complaints, Grievances, Workplace Conflicts | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn the differences between complaints and grievances and the best way to handle workplace conflicts. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Conflict Resolution/Bullying | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Participants will learn the difference between common inappropriate workplace behaviors such as harassment and bullying and the impact these behaviors have on the working environment.  Participants will also learn about conflict, how it arises, the role that communication and negotiation play in conflict resolution, and effective techniques to respond and reduce conflict in the workplace. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Leaves | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn their eligibility and rights under FMLA/CFRA/PDL leaves and what benefits, pay substitutions, and other options are available while on leave. Participants will also be invited to engage in a Q & A discussion regarding leaves for all employee groups. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Planning for Retirement | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | This workshop focuses on the SCCCD retirement process and retiree health insurance offerings. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Retirement - CalSTRS | |
|---|---|
| Target Audience | Open to all individuals enrolled in STRS. (faculty & academic administrators) |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | All full-time academic employees who are interested to learn more about the CalPERS retirement process. Attendees will learn about the retirement system, tools to help individuals, retiree health options per the bargaining unit contracts, as well as the process to officially retire. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Retirement - CalPERS | |
|---|---|
| Target Audience | Open to all individuals currently enrolled in PERS (classified & classified managers) |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | All full-time classified professionals who are interested to learn more about the CalSTRS retirement process. Attendees will learn about the retirement system, tools to help individuals, retiree health options per the bargaining unit contracts, as well as the process to officially retire. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Supervisor 101 | |
|---|---|
| Target Audience | Open to all academic and classified managers |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn about best practices and the basics of being a new supervisor including boundaries, delegation, and evaluating employees' work performance. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Strategic Tips & Tricks: Organizational Skills, Time Management & Exceptional Customer Service | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. Ideal for administrative support staff. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn to tame tasks and meet deadlines with a smile, manage resources more efficiently, identify effective time management systems, and describe and identify the benefits of great customer service. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| The Serious Business of Humor | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. Ideal for administrative support staff. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Learn how to tap into your sense of humor to boost business, confidence, morale and even your health. Learn about styles of humor, appropriate uses of humor and ways you can strategically increase joy in your life. Giving yourself permission to play might even increase your productivity and will certainly raise your resiliency. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Title IX & FERPA | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn the basic definition and requirements of Title IX, what it is and what it is not. Participants will also discuss what a "responsible employee" is, what their obligations are under Title IX, what consent is, and how the Title IX complaint process works. Attendees will also learn about FERPA – What it is, how to comply, and what our District FERPA processes are. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Work-Life Balance | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn to tame tasks and meet deadlines with a smile, manage resources more efficiently, identify effective time management systems, and describe and identify the benefits of great customer service. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Workplace Faux Pas | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Attendees will learn about workplace faux pas and how to avoid them. Characteristics and demonstrations of professionalism will be discussed and how to respond when one occurs. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

# 10.  Personnel Commission (PC)

Merit system hiring and Personnel Commissions are relatively unique in the Community College system but are often found in other agencies such as K-12 hiring, State, County, Federal and Special District hiring as well. PC workshops provide insight into merit system functions as well as tips and tricks for classified applications and hiring.

| Assessment Strategies for Classified Jobs: Enhance Your Performance on Recruitment Examinations | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators and members of the public |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Do you find yourself tense or nervous before taking employment tests? Do you "freeze up" just before or as you begin a test? While there are no magic tricks that are guaranteed to increase your test scores, there are test-taking strategies that, when used, will aid you as you prepare to take a test. Join us for this workshop and learn what you can do before and during employment assessments to enhance your total performance! |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| The Hiring Manager's Guide to Conducting the Hiring Interview | |
|---|---|
| Target Audience | Open to all managers |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Because hiring mistakes are so costly, it is critical that you invest time in preparing for the hiring interview to fill a job opening. This workshop will review the steps you, as a supervisor or manager, should take to identify and hire an individual who would be the best addition to your team. Workshop topics will include: Defining, and identifying key knowledge, skills, abilities, and traits needed in your work unit; preparing to conduct an effective hiring interview; and avoiding common mistakes to ensure you select the "best candidate" for the job. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| The Hiring Manager's Guide to Creating a Recruitment Plan | |
|---|---|
| Target Audience | Open to all managers |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Ready to hire? Learn the ins and outs on developing a recruitment plan with our HR Specialists to identify the best methods for selecting your top candidate. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Interviewing: How to Appear Gifted Despite Being Nervous | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators and members of the public |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Just a little preparation and thought ahead of time can have wondrous effects on your interviewing skills. This workshop will discuss different types of interviews, how to prepare your attitude and body language, and ways to make yourself stand out. With some independent practice, this workshop will help you prepare successfully for any job interview! |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Mock Oral Board and Hiring Manager's Interviews | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators and members of the public |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Worried about an upcoming interview? Learn helpful tips and strategies to improve your interviewing skills and make yourself the standout candidate. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Resume and Application Preparation | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators and members of the public |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | In this workshop, you'll learn how to write a winning resume that will get you noticed. Create an effective resume or improve the one you already have. Transform your resume into a power tool that will help to best represent what you have to offer for your next career position. Additionally, learn how to effectively complete SCCCD's Classified online application so that you give a full and accurate depiction of your qualifications and experience. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Rising Through the Ranks | |
|---|---|
| Target Audience | Open to all faculty, staff and administrators but geared towards classified positions. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Ready for the next step in your career? Hear from your fellow Classified Professionals on their journey up the career ladder. Learn some tips for advancement and pitfalls to avoid. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Understanding the Personnel Commission & it's Function | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators and members of the public |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Most state & federal employees are governed by the Civil Service System or Merit System used in Education. This workshop illustrates the partnership between the functions and authority of the Board of Trustees as delated to the Chancellor and Human Resources and the Personnel Commission as delegated to Commission staff. It also teaches participants how the Merit System works, who started it, who uses it, who administers it & who needs it!  You will learn the difference between competitive service and excepted service and how hiring classified employees differs from academic hiring in SCCCD. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

# 11.  Finance

Finance trainings impart valuable knowledge about District accounting procedures and handling of various types of District transactions. Personal finance courses help employees increase their financial security so time away from the office can be spent debt and stress-free.

| Budget | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Learn the basics of budget development the district's budget calendar, tracking and analyzing your budget. Anyone who is responsible for tracking budget for their assigned area will benefit from learning District tips and tricks for everything from running reports to filling out forms efficiently in this workshop. You'll also have an opportunity to meet your District Office Finance experts and ask any questions to demystify the accounting procedures. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Contracts | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Being knowledgeable and understanding of the District purchasing policies and procedures can be challenging. We provide this resource to understand the purchasing procedures, guidelines and requirements. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| General Ledger (GL) | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | The training provides an overview of our GL and various GL reporting. It will go over the GL structure, where you can find our chart of accounts, Report Manager and the basics of a few useful Colleague reports. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Hotel Engine/Travel & Conference | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Interested in attending an offsite training or conference? Learn what to do to prepare before, during and after you attend an offsite event. Collect information on how far in advance to plan for an offsite event, when do you need to obtain out of state approvals, and how to prepare your reimbursement packet to expedite your payment. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| SCIP | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | SCIP Training by SCCCD Purchasing will be covering the most recent updates for the e-procurement system, including the new method of Blanket POs. Also being covered will be the most FAQs, along with a period of Q&A by the attendees. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

| Personal Financial Resource Planning | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators. |
| Frequency & length | 1.5 hour live training offered periodically |
| Attendance Requirement | Optional |
| Description | Learn how to strengthen your financial security from a local financial professional. Receive valuable strategies on how you can create a budget, recognize emotional spending behaviors and fun ways to build your wealth. |
| How to enroll | Participants can enroll in the VRC, by contacting our office at professional-development@scccd.edu or replying to the registration link on the flyer sent via Postmaster. |

# 12.  Online Resources

District employees have access to various training sources including these useful (FREE!) tools.

| Vision Resource Center (VRC) | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators and student workers |
| Frequency & length | Various self-paced trainings and live trainings are available for free on the VRC |
| Attendance Requirement | As requested or assigned |
| Description | The VRC is a free learning management program offered by the California Community College Chancellor's Office (CCCCO). Not only does it house our District trainings and registration, it makes training content accessible for hundreds of topics. Content from other community colleges and produced by the CCCCO are available on the VRC as well as "Communities" where you can collaborate with peers across the state. On the landing page, there is "New? Start Here!" option on the toolbar at the top of the screen. This gives you a great introduction to the VRC and all that it offers. |
| How to enroll | Through the employee portal or via https://visionresourcecenter.cccco.edu/ Your login will be your district email address. |

| Alliance of Schools for Cooperative Insurance Programs (ASCIP) Compliance Training | |
|---|---|
| Target Audience | Open to all faculty, classified professionals, administrators, student workers and volunteers |
| Frequency & length | Various self-paced trainings and live trainings are available for free |
| Attendance Requirement | As requested or assigned |
| Description | SCCCD is a member of ASCIP/in2vate, and therefore has access to its various on-line training programs. The topics vary, but include sexual violence awareness and prevention, ethics, workplace safety training, child abuse mandated reporter information, and risk management. |
| How to enroll | New employees will be auto-enrolled in compliance trainings. Other trainings may be assigned or requested as needed. Please contact professional-development@scccd.edu for questions. |

| Employee Assistant Program (EAP) | |
|---|---|
| Target Audience | Open to all faculty, classified professionals and administrators |
| Frequency & length | Various self-paced trainings and live trainings are available for free |
| Attendance Requirement | Optional and confidential |
| Description | The Employee Assistance Program (EAP) is offered through Halcyon Behavioral. EAP is a confidential counseling service available to eligible district employees and anyone within the eligible employee's household. Eligible employees and members of their households are allowed 6 free sessions per year, per issue. The EAP plan can be used 24 hours a day, 7 days a week. The District pays 100% of the premium. The web portal and mobile app also offers in-the-moment support, financial expertise, legal consultation, short-term counseling, convenience resources, personalized coaching, self-guided resources to improve focus, well-being and emotional fitness and moderated group support sessions on an anonymous chat-based platform. |
| How to enroll | Visit halcyoneap.com and use the username: edcare |

# Other Training Resources

In addition to HR Development opportunities, there are other training resources/events/programs available to SCCCD employees. These include the following:

| Annual Faculty and Academic Administrator Convocation | |
|---|---|
| Target Audience | Open to all faculty and academic administrators. |
| Frequency & length | Held before the Fall semester start |
| Attendance Requirement | Mandatory attendance for full-time faculty and academic administrators |
| Description | Guest speakers will deliver presentations dealing with topics relevant to community colleges. This session is mandatory for all faculty and academic administrators. |
| How to enroll | Each college will notify academic staff of the location and agenda for the Annual Faculty and Academic Administrator Convocation. Interested employees are encouraged to contact their campus flex day/professional development coordinator for details and other inquiries. |

| Semi-Annual Flex Days (including the Annual Faculty and Academic Administrator Convocation) | |
|---|---|
| Target Audience | Open to all faculty and academic administrators. |
| Frequency & length | Held on the Friday before the Fall and Spring semesters start |
| Attendance Requirement | Mandatory attendance for full-time faculty and academic administrators |
| Description | Flex day workshops include presentations/training workshops for faculty, as organized by the Academic Senates at each college. |
| How to enroll | Academic senates at each college organize and advertise their own flex day events. Interested employees are encouraged to contact their campus flex day/professional development coordinator for details and other inquiries. |

| Classified Senate Professional Development | |
|---|---|
| Target Audience | Open to all classified professionals |
| Frequency & length | Held as arranged by Classified Senate |
| Attendance Requirement | Optional |
| Description | A variety of fun and educational workshops are offered on each campus as organized by the local Classified Senate organizations. |
| How to enroll | Classified senates at each college advertise their own staff development day events. Each college will notify classified staff of the location and agenda. Interested employees are encouraged to contact their campus classified senate representatives for details and other inquiries. |

| Other Events | |
|---|---|
| Target Audience | Varies by event |
| Frequency & length | Varies by event |
| Attendance Requirement | Varies by event |
| Description | Various training events and celebrations are held throughout the year at each site. Everything from celebrity speakers to cultural events to vendor fairs are held and information is often shared via email. In addition to campus flex coordinators and professional development coordinators, the public information offices are a great source for events happening at your campus. |
| How to enroll | Check your campus calendars, campus and districtwide e-mail notices for instructions on how to participate |

**New Hire Hub**

All new hires are invited to visit our on-stop site for information that will help you get settled at SCCCD. Visit the site at https://www.scccd.edu/departments/human-resources/new-employee-orientation.html

**Conferences and Professional Training**
- Employees may be asked by management to attend a conference or other professional training event.
- All travel, conference/training costs must be pre-approved by management and your respective campus process.
- Out-of-state events must have Chancellor approval

**Other Resources**
Be sure to become acclimated to your collective bargaining agreement. Your local union organization may offer trainings, resources and benefits!

**State Center Community College District**
**Office of EEO/Diversity & Professional Development**
**2023-2024 Training Catalog**
**PUBLISHED July 28, 2023**
**1171 Fulton Avenue, Fresno, CA 93721**

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