



HR Staff Development Catalog

2018/2019 Fiscal Year



**EEO/Diversity and Staff Development Office
(559) 244-5979**



**SCCCD 2018-2019 STAFF DEVELOPMENT CATALOG
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HR Staff Development Catalog 2018/2019 Fiscal Year

During the 2018/19 fiscal year, Human Resources will offer ten (10) strands of staff development.

1) Strand One: Equal Employment Opportunity (EEO) & Diversity/Sensitivity Training

a) Equal Employment Opportunity Training

Target audience	Members of Screening/Hiring Committees and Oral Boards
Frequency & length	A 1.5 hour training workshop offered early in fall semester and on an as needed basis. It is also available for all oral board participants.
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	<p>These training sessions prepare individuals for their roles on academic screening/hiring committees and include:</p> <ul style="list-style-type: none"> • the requirements of the Title 5 regulations on equal employment opportunity (Title 5 sections 53000, et. seq. of the California Code of Regulations); • the requirements of federal and state nondiscrimination laws; • the requirements of the District's Equal Employment Opportunity Plan; • principles of diversity and cultural proficiency; • the value of a diverse workforce; and • recognizing bias.
How to enroll	Employees can register for the fall session through the EEO/Diversity & Staff Development Office by contacting Mellisa Hodges . Individuals selected to serve on hiring committees who require this training will be contacted by the EEO Office via email.

b) Diversity/Cultural Awareness/Sensitivity Series

Target audience	All District Employees
Frequency & length	1-2 hour workshops offered in fall and spring semester or on an as needed/requested basis.
Attendance requirement	This is an optional training offered for all district employees
Description	These training sessions are focused on increasing awareness of unconscious biases in workplace interactions and hiring processes and developing cultural awareness, sensitivity, and inclusivity throughout the District. Please see the summaries for each session on page 20 of this catalog.
How to enroll	Employees can register for these sessions through the EEO/Diversity & Staff Development Office by contacting Mellisa Hodges .

2) Strand Two: Classified Professionals

Classified Professionals offer six (6) programs focused on classified employees. More information on Classified Professionals is listed below, and can also be found on the [Classified Professionals](#) website.

a) Classified Professional Steering Committee

Target audience	Classified Employees
Frequency & length	Monthly meetings, each lasting approximately one and a half (1.5) hours.
Attendance requirement	Members of the committee are expected to attend the monthly meetings and help plan and organize the spring Mega Conference and Leadership State Center Academy.
Description	The Classified Professional Steering Committee cultivates effective leaders and fosters individual leadership skills through participation on the committee. The committee's mission is to empower classified employees through the implementation of programs which provide professional, educational and personal growth, while simultaneously supporting the District's strategic plan.
How to enroll	Those interested in being on the Classified Professional Steering Committee should speak with their manager and contact the membership chair through the Classified Professionals webpage.

b) Leadership State Center Academy

Target audience	Target Audience: Potential (future) Classified Leaders
Frequency & length	Seven (7) half-day modules delivered once a month for seven (7) months between June and December
Attendance requirement	Attendance at all 7 modules is required for successful completion.
Description	Leadership State Center is a modular program designed to prepare classified managers and potential 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 homework assignments.
How to enroll	Applications are available through the EEO/Diversity & Staff Development Office at on the Classified Professionals webpage. Participants must have their application approved and have approval from their managers to participate.

c) Mega-Conference

Target audience	Classified Employees
Frequency & length	One full day conference held annually
Attendance requirement	With approval from their manager, classified employees may opt to attend.
Description	The 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.
How to enroll	Instructions on how to enroll will be sent to all employees prior to the event.

d) **Classified Professional of the Year** is designed to recognize the achievements of one classified employee of the District who has been nominated by their co-worker(s) or management. Using pre-established criterion, the Classified Professional Steering Committee puts together a District-wide representative panel to vote each year to determine the Classified Professional of the Year based on a nominee’s leadership service, school community involvement, commitment to students & the District, and community involvement. The winning employee receives a \$500 gift certificate and a designated parking spot for the year.

Go to the [Classified Professionals](#) webpage for more information.

e) **Achievement Recognition Award** recognizes classified employees who have achieved an educational degree or professional certification (such as AA, BA, MA, Certificate in a designated trade or profession), or a significant career accomplishment. Go to the [Classified Professionals](#) webpage for more information.

f) **Technology Training Series**

Target audience	All employees needing to improve and expand their skills; must have supervisor approval
Frequency & length	Offered periodically throughout the year, each session lasts two (2) hours
Attendance requirement	With approval from their manager, all employees may opt to attend.
Description	These sessions focus on different computer programs used within the District. Sessions are offered to employees that choose to enhance their skills and knowledge in using Microsoft Office 365, Outlook, Word, Excel, Access, PowerPoint, Publisher and SharePoint. Both Essential and Advanced classes are offered. Please see summaries for each session on page 17-18 of this catalog.
How to enroll	Employees can register for these sessions through the EEO/Diversity & Staff Development Office by contacting Mellisa Hodges .

3) **Strand Three: District Ops, IS, and Public Safety**

Target audience	All employees
Frequency & length	Training session durations vary and all sessions are provided upon request only.
Description	Various Trainings are offered through either the Environmental Health and Safety Department, Information Systems Department or District Police Department and include topics such as: Situational Awareness, Evacuation and Emergency Response, Laboratory Safety, and First Aid/CPR. Please see summaries for each session under “Program Details” on page 19 of this catalog.
How to enroll	Employees can request these sessions through the EEO/Diversity & Staff Development Office by Mellisa Hodges

4) Strand Four: SCCCD Management & Leadership Development

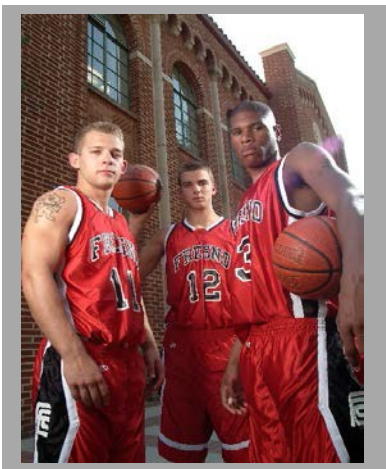
a) Management Development Academy (MDA)

A management development program for employees new to a supervisory or management role or a more tenured member of management looking to brush up on their skill set.

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 several 2-hour modules held during either the fall or spring semesters.
Attendance requirement	Participants are not required to attend all modules offered, but only those that attend all modules will receive a certificate of completion.
Description	The <i>Management Development Academy (MDA)</i> 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 by contacting the EEO/Diversity & Staff Development Office @ Mellisa Hodges or replying to the registration link on the flyer found on the Staff Development webpage.

b) LEAD (Leadership, Exploration and Development) Program

Although it will not be offered for the 2018-19 year, an executive leadership development program is coming to SCCCD geared toward experienced district leaders, faculty, staff, and current members of management looking to enhance their strategic leadership skills, community influence, and knowledge of community college advocacy.



Target audience	Experienced SCCCD managers who are currently in executive leadership roles or who have expressed an interest in, and an aptitude for future executive leadership roles.
Frequency & length	Ten (10) modules, each four (4) hours in length, and offered once per month (September – June)
Attendance requirement	Participants must attend all sessions.
Description	The <i>LEAD</i> Program focuses on strategic thinking, exploring leadership type and potential and enhancing current skills. Participants must have already developed and demonstrated solid management skills and leadership capabilities to enroll.
How to enroll	Participants must apply and be recommended by a Cabinet-level manager to participate.

c) District-wide Managers Meetings

Target audience	All District managers
Frequency & length	2-4 meeting per year; each approximately a half-day long (4 hours)
Attendance requirement	All District managers are required to attend all scheduled meetings.
Description	These half-day information sessions focus on current topics, projects, and situations affecting the District and on various training sessions to enhance managerial skills and knowledge.
How to enroll	Email notification with agenda will be sent to all managers prior to the event dates.

5) Strand Five: Orientation Programs

a) New Employee Orientation

Target	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	New Employee Orientation provides information for all new, permanent, full time and part time employees to help them be successful at SCCCD. It 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, and Information Technology departments.
How to enroll	Notification will be sent to participants via email.

6) Strand Six: Liebert Cassidy Whitmore (LCW)

a) LCW Workshops

Target audience	Managers
Frequency & length	Several optional workshops are held throughout the year. Each workshop is approximately three (3) hours in length.
Attendance requirement	Managers may attend workshops which are applicable to their development needs.
Description	LCW, labor, employment and education law attorneys, present workshops throughout the year on issues specific to the community college environment. 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. A list of the specific LCW workshops for the 2018/19 year can be found under “Program Details” on page 20.
How to enroll	Targeted participants will be notified of the session via email and will register through the EEO/Diversity & Staff Development Office by contacting Mellisa Hodges .

b) LCW Library is an online collection of LCW’s legal workshops and reference materials, including legal text, sample forms, policies and checklists, available to managers. A list of specific resources is attached under program details. Contact the EEO/Diversity & Staff Development Office at [Mellisa Hodges](#) for access.

7) Strand Seven: Compliance & Safety - Required Training

a) Management Sexual Harassment Prevention

Target audience	All Management
Frequency & length	This on-line program is 130 minutes long and must be repeated every 2 years.
Attendance requirement	California's AB1825 (passed in 2007) requires that all managers be trained in the prevention of sexual harassment within 6 months of being hired, and then again every two (2) years.
Description	This on-line training is designed to explain what may constitute sexual harassment and how to recognize, report, and respond to allegations of unwelcome sexual behavior.
How to enroll	Employees will be sent a link to complete this training by the EEO/Diversity and Staff Development Office.

b) Sexual Violence and Discrimination Awareness Training

Target audience	All Employees (including student workers)
Frequency & length	This on-line training program is approximately 45 minutes long.
Attendance requirement	The federal Violence Against Women Act (VAWA) require that the District offer all employees training on sexual assault awareness.
Description	This program will cover how employees can recognize and help prevent sexual violence and discrimination among the campus population. This training includes: <ul style="list-style-type: none"> • The definition of affirmative consent with regard to sexual activity; • Safe and positive options that a bystander can take when he/she witnesses potential domestic violence, dating violence, sexual assault, or stalking; • Information about risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
How to enroll	Employees will be sent a link to complete this training by the EEO/Diversity and Staff Development Office.

c) Injury and Illness Prevention Program (IIPP)

Target audience	All Employees (including student workers)
Frequency & length	This on-line program is approximately 20 minutes in length.
Attendance requirement	All new employees are required to complete this training.
Description	Under requirements from Title 8, section 3203 of the California Code of Regulations, the District is required to have an Injury and Illness Prevention Program (IIPP). The primary purpose of the IIPP is to provide information to all employees about safety hazards at work. In the IIPP training course, you will learn about District and employee safety responsibilities, how the IIPP is enforced, how IIPP information is communicated to District employees, and how to report an unsafe condition.
How to enroll	Employees will be sent a link to complete this training by the EEO/Diversity and Staff Development Office.

d) Sexual Harassment/Discrimination in Higher Ed

Target audience	All Employees (including student workers)
Frequency & length	This on-line program is approximately 35 minutes in length.
Attendance requirement	All new employees are required to complete this training.
Description	This training will assist faculty, staff, and employees in understanding the federal definitions and classifications of discrimination and harassment in the Higher Ed workplace under the Civil Rights Act of 1964 and Title VII, including protected classes and employee or prospective employee rights under federal law.
How to enroll	Employees will be sent a link to complete this training by the EEO/Diversity and Staff Development Office.

e) Mandated Reporter Training

Target audience	All Employees (including student workers)
Frequency & length	This on-line program is approximately 35 minutes in length.
Attendance requirement	All new employees are required to complete this training. Employees that work directly with minors such as Child Development employees, Upward Bound employees, and those working with the Middle College High School are required to complete a different 4-hour mandated reporter training annually.
Description	Under requirements from AB 1432, all employees will learn who a mandated reporter is, what the obligations of a mandated reporter are, and how to identify and report suspected child abuse.
How to enroll	Employees will be sent a link to complete this training by the EEO/Diversity and Staff Development Office.

f) FERPA – The Basics

Target audience	All Employees who work directly with student records
Frequency & length	This on-line program is approximately 10 minutes in length.
Attendance requirement	All new employees who work with student records are required to complete this training at the time of hire.
Description	This tutorial educates all educational staff about confidentiality regarding student records as mandated by FERPA (Family Education Rights and Privacy Act) and state education rules and regulations. Employees will gain a knowledge of the law and policies, an understanding of their responsibilities, and an understanding of how to protect a family's right to privacy.
How to enroll	Employees will be sent a link to complete this training by the EEO/Diversity and Staff Development Office.

8) Strand Eight: Human Resources

a) HR Workshops

Target audience	Open to all employees
Frequency & length	Sessions are offered on the 3rd Wednesday of each month from 10:00 AM – 11:30 AM. The sessions will be located at different campuses and will be accessible via Polycom for all locations.
Attendance	These are optional workshops, open for all employees
Description	These Human Resources workshops will focus on various subjects, but topics may include: “Benefits/EAP”, “Title IX – The Basics”, “Conflict Resolution and Bullying”, “Retirement”, and “Workplace Faux Pas.” A list of the specific HR Workshops for the year can be found under “Program Details” pages 21-22.
How to enroll	Interested participants will register by following the registration link found on the HR Workshop Flyer located on the Staff Development webpage or by contacting Mellisa Hodges at the EEO/Diversity & Staff Development Office.

b) NeoGov Online Hiring Center

Target audience	Managers and support staff
Frequency & length	Sessions are offered periodically. Sessions will be one (1) hour long and located at different campuses.
Attendance	These are optional workshops open to managers and support staff
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,
How to enroll	Interested participants will register by following the registration link found on the flyer sent out to managers via email or by contacting Mellisa Hodges at the EEO/Diversity and Staff Development Office.

c) NeoGov Perform

Target audience	Managers
Frequency & length	Sessions are offered periodically. Sessions will be one (1) hour long and located at different campuses.
Attendance	These are optional workshops open to managers
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	Interested participants will register by following the registration link found on the flyer sent out to managers via email or by contacting Mellisa Hodges at the EEO/Diversity and Staff Development Office.

9) Strand Nine: Personnel Commission

a) PC Workshops

Target audience	Open to all employees and community members
Frequency & length	One (1) – Two (2) times a month. Length varies depending on type of workshop. The sessions will be located at different campuses and will be accessible via Polycom for all locations.
Attendance requirement	These are optional workshops, open for all employees and community members
Description	These Personnel Commission workshops will focus on various subjects, but topics may include: “Resume & Application Preparation”, “Interviewing: How to Appear Gifted Despite Being Nervous”, “About the Merit System and the Personnel Commission”, “Transfers and Promotions”, “The Merit System and Personnel Commission”, and “Submitting Employment Applications.” A list of the specific PC Workshops for the year can be found under “Program Details” pages 23-24.
How to enroll	Interested participants will register by following the registration link found on the PC Workshop flyer located on the Staff Development webpage or by contacting Mellisa Hodges the EEO/Diversity & Staff Development Office.

b) Lunch & Learn

Target audience	Open to all employees and students
Frequency & length	Once a month. Offered during personal lunch hours, 11:30am – 1:30 pm
Attendance requirement	These are optional workshops, open to all employees and students
Description	Bring your lunch and join the Personnel Commission staff to brainstorm, share information and network at a monthly informal lunch meeting. Faculty, staff and students are welcome to stop by during their lunch break and bring their own lunch to nourish brains and bellies.
How to enroll	Interested participants will register by following the registration link found on the PC Workshop flyer located on the Staff Development webpage or by contacting Mellisa Hodges at the EEO/Diversity & Staff Development Office.

10) Strand Ten: On Line Training Resources

a) California Community Colleges Vision Resource Center

Target audience	Various SCCC staff
Frequency & length	Several personal and professional on-line courses are offered free of charge and are available at any time. Course length varies from a few minutes to a 90 minutes.
Attendance requirement	With approval from their managers, interested employees may take the courses which are applicable to their learning needs. All courses are completed individually and on-line.
Description	The California Community College Chancellor's Office has launched a professional development e-library (training videos) to support employees (faculty, staff, and administrators) with their development efforts. These learning materials, which are produced in partnership with Skillsoft.com and Lynda.com cover more than 100 subjects— from using technology and digital tools to enhancing professional skills. Content is updated frequently so you can keep your skills current.
How to enroll	Go to Vision Resource Center and register to create your own individual account. If you have any difficulty, you can contact Mellisa Hodges at the EEO/Diversity & Staff Development Office or contact Vision Support for assistance.

b) Halcyon On-Line Training Programs

Target audience	Various SCCC staff
Frequency & length	Several personal and professional on-line courses are offered and are available at any time. Course length varies from a few minutes to a 90 minutes.
Attendance requirement	With approval from their managers, interested employees may take the courses which are applicable to their learning needs. All courses are completed individually and on-line.
Description	As part of the district's Employee Assistance Program (EAP), Halcyon provides "Skills Builders" to SCCC staff. The topics of these on-line programs vary, but include both personal programs (example: Caring for Aging Relatives) as well as workplace training (Cultural Diversity in the Workplace). A list of the available Halcyon courses is included in "Program Details" on pages 25-29.
How to enroll	To find "Skill Builders", go to Halcyon EAP . The log in username is edcare. At the homepage, scroll down mid-way and you will see to the right of the screen a header titled "Centers". Click on the "Skill Builders" link. From here, you can select the skill builder you need and complete the training/workshop and print your certificate.

c) Alliance of Schools for Cooperative Insurance Programs (ASCIP/in2vate) On-Line Training Programs

Target audience	SCCCD staff
Frequency & length	Courses are available at any time. Most courses are 30 to 90 minutes in length. These are individual, on-line courses which are completed at one's work station computer.
Attendance requirement	These on-line courses are optional, but require pre-approval from employee's manager.
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. A list of the available ASCIP courses is attached under "Program Details" on pages 30-36.
How to enroll	These courses can be arranged at any time by contacting Mellisa Hodges at the EEO/Diversity & Staff Development Office.

d) Hoonuit On-Line Training Programs

Target audience	All District Employees
Frequency & length	Available online and on-demand. The courses are usually 1 - 2 hours in length, but can be completed at the participant's own pace.
Attendance requirement	These are optional trainings offered to interested employees. Participants may take the courses which are applicable to their learning needs. All courses are completed individually.
Description	This website provides on-line training on common software such as Word, PowerPoint, Excel, Adobe, Creative Suite, Skype, SPSS, twitter, and Google Docs, and various other technology workshops.
How to enroll	Go to Hoonuit and Log in with your network credentials (the ones you use to log in to your computer at work). For more information on Hoonuit and how to log on, click here: FCC Tutoring Resources

Other Training Resources

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

Semi-Annual Flex Days (including the Annual Faculty and Academic Administrator Convocation)

Target audience	Faculty and academic administrators
Frequency & length	Held on the Friday before the Fall and Spring semesters start.
Attendance requirement	Mandatory attendance for all faculty and academic administrators
Description	Flex day workshops include presentations/training workshops for faculty, as organized by the Academic Senates at each college. Half of the Spring Flex day will include the Annual Faculty and Academic Administrator Convocation where guest speakers will deliver presentations dealing with topics relevant to community colleges. This half-day session is mandatory for all faculty and academic administrators.
How to enroll	Academic senates at each college advertise their own flex day events. 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 coordinator for details and other inquiries.

Classified Senate – Staff Development Day

Target audience	All Classified Employees
Frequency & length	Held annually at a date and location TBD
Attendance requirement	Participation is optional but encouraged
Description	A variety of fun and educational workshops are offered on each campus.
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.

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
- Out-of-state events must have Chancellor approval



2018/19 Staff Development Program Details



Strand Two
Classified Professionals
Technology Training Series

Program Title	Excel 365 Essentials
Target Audience	All employees, with supervisor approval
Program Description	This beginner-level course will introduce new excel users to the Office 365 version of Excel. Participants will learn how to create and open workbooks, add text and numbers, work with formulas, basic formatting, how to insert charts and graphics, and how to share and print workbooks.

Program Title	Excel 365 Advanced
Target Audience	Employees that have completed the Excel Essentials course, with supervisor approval
Program Description	This intermediate or advanced-level excel course will introduce data analysis and other advanced level tools. Participants will learn how to perform complex what-if analysis on values in a worksheet, how to transform data before you enter it, and how to deal with errors that arise in calculations and formulas. Attendees will also learn how to add third-party apps to enhance Excel functionality, and how to work with custom fills, filters and forms.

Program Title	Office 365 Essentials
Target Audience	All employees, with supervisor approval
Program Description	This training covers the applications available through Microsoft Office 365, such as Word, Excel, PowerPoint, OneNote, OneDrive, and Outlook, as well as the features they contain, providing insight on how to use the most effectively.

Program Title	OneDrive Essentials
Target Audience	All employees, with supervisor approval
Program Description	Participants will learn how to store and share documents, spreadsheets, photos, and other files on the cloud with Microsoft OneDrive. Learn how to upload, organize, copy, and delete files; share files using links and email; find the files and information in shared folders; and create documents with Office 365.

Program Title	OneNote Essentials
Target Audience	All employees, with supervisor approval
Program Description	This course teaches participants how to use OneNote as a tool for digital note-taking, reference, and collaboration. Attendees will learn OneNote features such as creating a shared notebook to centralize notes, files, and records for a project.

Program Title	Outlook & OWA Essentials
Target Audience	All employees, with supervisor approval
Program Description	Participants will learn how to set up and manage email, calendars, and contacts in the Office 365 version of Outlook. Tour the interface and learn how to connect to a wide variety of email accounts, as well as OneDrive for online file storage. Participants will learn how to quickly create, send, and read email and organize, group, and share contacts. Attendees will receive information on how to stay on schedule with calendars and tasks as well as how to back up Outlook data.

Program Title	Outlook & OWA Advanced
Target Audience	Employees that have completed the Outlook Essentials course, with supervisor approval
Program Description	This advanced course teaches participants how to make their calendar work for them. Using Microsoft Outlook, attendees will learn universal and essential calendar optimization skills that work for any calendaring tool such as how to use quick task features to serve as an actionable to-do list and how to schedule extended projects. Participants will also learn how to leverage collaboration tools such as SharePoint to maximize team productivity in Office 365.

Program Title	PowerPoint 365 Essentials
Target Audience	All employees, with supervisor approval
Program Description	This beginning course explores the interface and teaches participants how to create and format great PowerPoint presentations. Attendees will learn how to work with text, images, and multimedia and use presentation tools to deliver a compelling presentation.

Program Title	SharePoint Online Essentials
Target Audience	All employees, with supervisor approval
Program Description	Participants in this basic Microsoft SharePoint course will learn about the new and enhanced features of a popular file storage and collaboration platform to increase efficiency between users and organizations across locations. Attendees will learn how to utilize Lists and Libraries, to keep track of tasks and contacts, and organize, track, and share files with other users and locations.

Program Title	Word Essentials
Target Audience	All employees, with supervisor approval
Program Description	Learn how to create, format, share, and print a wide variety of documents in Word. This beginning course teaches participants how to create new documents from templates and from scratch, how to format text and pages, how to work with headers and footers, how to use themes and styles, how to add multimedia, and more. Attendees will also learn how to share documents with others and enhance productivity with the use of macros.

Program Title	Word Advanced
Target Audience	Employees that have completed Word Essentials, with supervisor approval
Program Description	This advanced course teaches participants useful tips on some of the most overlooked features in Word. Learn how to use Word Online, set defaults for new documents, and stay up to date with the frequent changes to Word. Attendees will learn about specialized text formatting as well as other tips for working with nonprinting characters, revealing formatting, customizing the spell-check dictionary, password-protecting documents, and more.

Strand Three
District Operations, IS, & Public Safety

Program Title	Environmental Health and Safety 101
Target Audience	All employees
Program Description	This training will review the principles of Environmental Health. The course will also define what the District Department of Environmental Health and Safety does and how we work with the college to ensure a healthful and safe campus.

Program Title	Fire Extinguisher
Target Audience	All employees
Program Description	You will learn basic knowledge of fire extinguishers in this training. This will include when, where and how to use one of the fire extinguisher provided throughout the campus. The training will conclude with a demonstration of an actual fire extinguisher.

Program Title	Evacuation and Emergency Response Procedures
Target Audience	All employees
Program Description	Engage on an adventure to develop and build Evacuation and Emergency Response skills that will assistance you the next time the worst happens. This training is to help you prepare yourself and office so when an evacuation is required you will have the tools you need to make it to safety. The training will include a presentation and table top activity.

Program Title	Laboratory Safety
Target Audience	All employees
Program Description	This training includes basic and specialized information about laboratory safety procedures and protocols. This is designed for employees who spend time in a laboratory setting.

Program Title	Forklift/Areal/Boom Lift Operation
Target Audience	All employees
Program Description	This is an OSHA required training for all employees who drive forklifts as part of their work dudes. This training includes in class lecture material and a practical exam to ensure employee comprehension and application of the knowledge provided.

Program Title	First Aid/CPR
Target Audience	All employees
Program Description	Basic life and safety skills are taught in this class. Instructors review the most current CPR procedures, review first aid practices, and required a hands-on practical for successful completion of the course.

Strand Six

Liebert Cassidy Whitmore (LCW) Workshops and Library

Managers interested in any of these programs should contact [Mellisa Hodges](#) in Human Resources.

Program Title	Technology and Employee Privacy CCD
Target Audience	Managers and Supervisors

Program Title	Prevention and Control of Absenteeism and Abuse of Leave
Target Audience	Supervisors, Managers and Administrators

Program Title	Building Workforce Diversity: It Takes a Village
Target Audience	District Managers and other interested Central 14 Administrators

Program Title	Speaking Freely or Shouting "Fire"
Target Audience	Supervisors, Managers and Administrators

Program Title	Promoting Safety in Community College Districts
Target Audience	Supervisors, Managers and Administrators

Program Title	Allegations and Reports of Sexual Misconduct: Effective Institutional Compliance with Title IX and Related Issues
Target Audience	Administrators and Title IX Coordinators

Program Title	An Employment Relations Primer for Community College District Administrators and Supervisors
Target Audience	Supervisors, Managers and Administrators

Program Title	Name That Section: Frequently Use Education Code and Title 5 Sections for Community College Districts
Target Audience	Managers, Supervisors and Administrators

Program Title	Managing Performance Through Evaluation
Target Audience	Managers, Supervisors and Administrators

Strand Eight

Human Resources Workshops

Managers or employees interested in any of these programs should contact [Mellisa Hodges](#) in Human Resources.

Program Title	EEO Training for Hiring Committees
Target Audience	All employees
Program Description	Participants will receive the training required to serve on a District hiring committee including a review of federal and state nondiscrimination laws, Title 5 regulations on equal employment opportunity, the principles of diversity and cultural proficiency, the value of a diverse workforce, and recognizing unconscious bias.

Program Title	Cultural Awareness/Sensitivity
Target Audience	All employees
Program Description	This workshop is focused on increasing awareness and further developing individual cultural awareness, sensitivity, and avoidance of stereotypes. This session also explores unconscious biases, what they are, how to recognize them, and what we can do about it.

Program Title	Affordable Care Act
Target Audience	All managers and support staff who handle ACA compliance efforts
Program Description	Attendees will learn an overview of the ACA, ACA and District Requirements, Campus/Manager responsibility, IRS Reporting and Penalties.

Program Title	Benefits/EAP
Target Audience	All employees
Program 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.

Program Title	Title IX & FERPA
Target Audience	All employees
Program 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.

Program Title	Retirement
Target Audience	All employees
Program Description	All full-time employees who are interested to learn more about the CalPERS and CalSTRS retirement process. Attendees will learn about the different retirement systems, the tools to help individuals, retiree health options per the bargaining unit contracts, as well as the process to officially retire.

Program Title	Strategic Tips & Tricks: Organizational Skills, Time Management, and Exceptional Customer Service
Target Audience	All employees
Program 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.

Program Title	Conflict Resolution/Bullying
Target Audience	All employees
Program 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.

Program Title	Workplace Faux Pas
Target Audience	All employees
Program Description	Oops! Attendees will learn about common missteps in the workplace - what they are and how they can be prevented. Get tips and learn strategies for avoiding dreaded workplace faux pas that can cause you problems in the workplace and hamper your productivity and career advancement opportunities.

Program Title	NeoGov Online Hiring Center (OHC)
Target Audience	Managers and support staff
Program 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.

Program Title	NeoGov Perform
Target Audience	Managers
Program Description	The NeoGov Perform module is currently used to complete performance evaluations for classified and confidential staff as well as classified managers.

Strand Nine

Personnel Commission Workshops

Managers or employees interested in any of these programs should contact [Mellisa Hodges](#) in Human Resources.

Program Title	Assessment Strategies for Classified Jobs: Enhance Your Performance on Recruitment Examinations
Target Audience	All employees and members of the public
Program 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!

Program Title	The Hiring Manager's Guide to Selecting the "Right" Person
Target Audience	District hiring managers
Program Description	Because hiring mistakes are so costly, it is critical to select the right person 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 fit for the position you need to fill. Class 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 rethinking what is the "right fit" versus determining the "best candidate" for the job.

Program Title	Resume & Application Preparation
Target Audience	All employees and member of the public
Program 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.

Program Title	Interviewing: How to Appear Gifted Despite Being Nervous
Target Audience	All employees and members of the public
Program 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!

Program Title	Climbing the Career Ladder & Creating Your Own Path: Growth & Advancement
Target Audience	All employees
Program Description	This workshop is for any employee who seeks career growth and advancement within the District. Learn how to map out your career with SCCCD. This workshop is designed to help employees establish career goals, utilize career development resources available within the District, best represent themselves when applying for a job, and prepare for the District's employment selection process. Participants will also receive advice on taking advantage of professional development opportunities to develop skills and experience and tips for strategic networking and mentorship.

Program Title	About the Merit System and the Personnel Commission
Target Audience	All employees
Program Description	Most state & federal employees are governed by the Civil Service System or Merit System used in Education. This workshop 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 classified hiring differs from faculty hiring in SCCCD.

HALCYON SKILL BUILDERS

Halcyon on-line “Skill Builder” programs can be arranged at any time by going to the website www.halcyoneap.com. The log in username is edcare. Courses are listed alphabetically. These are individual, on-line courses which are completed at one’s computer.

Accountability

Running Time: 15-20 Minutes

Individually people must be accountable for their own performance, but managers must also be accountable for employees’ performance. You must clearly define and express expectations in order for them to perform at the level that you want them on. You must also provide constructive feedback on a consistent basis with the intent to help improve performance. After completing this Skill Builder, you should be able to:

- Create a congruous workplace where employees contribute to the organization’s mission
- Identify barriers to employee productivity
- Develop a plan to effectively communicate expectations
- Discuss strategies to hold employees accountable in a way that motivates them and produces results.

Appreciating Personality Differences

Running Time: 15-20 Minutes

Why is it that we seem to click with some people and not with others? The ability to identify your own personality style and that of others can increase your effectiveness on the job. This session will discuss a variety of personality styles and strategies for communicating with each type to create a more harmonious work environment. The objectives for this session are to:

- Explore different types of personalities
- Understand individuals in organizations
- Understand stress and conflict
- Understand the role of communication
- Create a collaborative environment

Business Etiquette and Professionalism

Running Time: 15-20 Minutes

For success in the workplace, it is helpful to identify the traits of professional behavior. You will examine a wide range of characteristics that can help you to succeed, from accountability and punctuality to respect for others. This Skill Builder will also focus on business etiquette, with an emphasis on effective communication and proper e-mail conduct. Finally, helpful tips will be provided for professional attire at work, as well as what constitutes a professional work attitude. By the end of this Skill Builder you should be able to:

- Discuss the meaning of professionalism
- Identify elements of professionalism
- Apply the basic rules of communication in the workplace, including e-mail etiquette
- Provide tips for appropriate attire in the business setting
- Discuss professional temperament, work attitude, and spirit

Caring for Aging Relatives

Running Time: 15-20 Minutes

Learn how to determine the best level of care for an aging relative. As relatives age, they may require more care than family members or neighbors can provide. Many younger relatives then face the difficult decision of seeking the right kind of outside care, and some individuals may be unwilling to accept that they require additional care. In this Skill Builder, you will gain a better understanding of how to determine the most appropriate level of care for your aging relative, as well as how to communicate more productively about care options, from in-home assistance to assisted living and nursing care. By the end of this Skill Builder you should be able to

- Observe and assess your loved one's activities of daily living (ADLs)

- Involve your aging relative and other family members in the decision-making process
- Ask the right questions and observe the environment closely so that the best quality of care and lifestyle is selected for your loved one
- Stay fully involved if the individual is settling into a new living situation

Cultural Diversity in the Workplace

Running Time: 15-20 Minutes

Every member of the workforce brings unique skills, background, and experience vital to the successful completion of the company's productivity and service goals. Diversity brings to a workforce a rich source of creativity and problem-solving to help reach business goals. When you leave this session you should be able to

- Discuss strategies for creating and maintaining an inclusive environment
- Understand constructive ways to communicate with others
- Identify methods for building respectful relationships
- Provide tips for practicing cultural sensitivity among coworkers in the work environment

Drug-Free Workplace Compliance

Running Time: 15-20 Minutes

Substance abuse can be a sticky subject to deal with, especially when it is spilling over into the workplace. It is a necessary topic, though, and therefore must be discussed. Many employees struggle with alcoholism and substance abuse due to personal troubles. In addition to impacting the employee, substance abuse can have a number of negative consequences on others in the workplace, including severely compromising the safety of employees. This Skill Builder will help you to

- Recognize the impact of substance abuse on the workplace
- Identify signs and symptoms of substance use
- Define reasonable suspicion
- Deal with employees who have job performance problems that could be related to alcohol and other drugs
- Understand supervisor responsibilities

Eating Your Way to Wellness

Running Time: 15-20 Minutes

We always hear about having healthy eating habits; however, many diet plans have warned us to stay away from particular food groups or eliminate certain things from our meals. This Skill Builder focuses on the USDA Food Plate and provides tips and resources on how to eat your way to better and long-lasting health. By the end of this Skill Builder you should be able to

- Understand methods of choosing and preparing healthy food
- Apply 11 tips for eating healthy on a budget
- Identify tips and resources to assist you in developing a plan for eating healthy

Effective Communication

Running Time: 15-20 Minutes

The ability to effectively communicate with others is one of the most powerful tools for personal and professional success. Most people are challenged by the many day-to-day interactions with coworkers, family, and friends. Emotion, communication, and conflict are present in all human interactions and affect each of us in different ways. Everyone manages emotion, communication, and conflict from habit—patterns and styles developed early in life and over time. In this Skill Builder you will learn how to more effectively communicate in both personal and work situations. Specifically, by the end of this Skill Builder, you should be able to

- Explain the importance of effective communication
- Examine listening skills and learn ways to become an effective listener
- Discuss ways to overcome barriers for effective communication
- Raise awareness of personality and individual differences that affect communication
- Develop an awareness of your personality and communication tendencies

Emotional Intelligence for Success

Running Time: 15-20 Minutes

Learn the benefits of recognizing feelings in yourself and others, managing emotions, and balancing thoughts and feelings. These traits are associated with “emotional intelligence” and can improve the chances of leading a successful life. This Skill Builder will examine the impact of emotional intelligence at home and at work, as well as brain research on emotions and the battle between the emotional brain and the thinking brain. You will have the opportunity to learn ways to increase your emotional quotient (EQ). By the end of this Skill Builder you should be able to

- Understand the importance of emotional intelligence
- Discuss how the brain can hijack your emotions
- Implement strategies to manage your emotions
- Increase your emotional quotient by applying calm breathing, focused listening, and empathy

Estate Planning: Five Essential Documents

Running Time: 15-20 Minutes

This Skill Builder will cover five essential documents that will help you and your family to be better prepared financially, legally, and emotionally by guiding you through the basics of estate planning. You will understand the difference between wills, guardianships, and trusts. This Skill Builder will also provide tips on identifying the best financial advisor so that you can reach your personal and financial goals while minimizing taxes. By the end of this Skill Builder you should be able to

- Identify the five important documents that you should have ready
- Understand the basics of estate planning, will planning, guardianships, and trusts
- Apply tips for identifying the best financial advisor
- Discuss the importance of communicating your wishes and desires to family members and other individuals

Maximizing Your Day: Effective Time Management

Running Time: 15-20 Minutes

Does the day seem to fly by and you haven’t accomplished a thing on your to-do list? If time management is so easy to accomplish on our own, then why do we all feel overwhelmed? Time management is a learned skill. It requires self-discipline and a desire to become conscious of how you manage your daily activities. This Skill Builder will provide a basic explanation of the time management process as well as a myriad of suggestions to assist you with effectively managing your time. By the end of this Skill Builder you should be able to

- Explain the time management process
- Provide characteristics of effective time managers
- Understand the importance of prioritizing important events
- Explore the role of delegation and communication with others

Nobody Likes a Bully: Bullying in the Workplace

Running Time: 15-20 Minutes

Bullying behavior can be recognized and addressed in an empowering, respectful manner. This seminar will examine examples of workplace bullying and the many types of behavior that can be defined as bullying. All involve a misuse of power with the intention to intimidate or put someone down. You’ll learn about the impact of bullying on the employee—from an inability to focus or work productively to stress leading to physical ailments. You’ll also understand the difference between bullying and appropriate disciplinary action in the workplace. The seminar will conclude with specific actions both you and the employer can take to minimize office bullying. You will have a clear understanding of the kind of behavior that constitutes bullying in the workplace and how to address it. The session will help you to

- Recognize bullying behavior
- Understand the impact of bullying, both on individual employees and on the organization
- Recognize contributing factors
- Identify steps and strategies to address bullying
- Explore preventative measures

Recognizing a Troubled Employee

Running Time: 15-20 Minutes

Employee performance should be a major focus for all managers. At some point in your management career you are likely to experience or encounter at least one troubled employee. It is important that you know what to do and what not to do. In this session we will discuss

- The difference between a troubled and a difficult employee
- The role of the manager in responding to a troubled employee
- Strategies to achieve positive results
- How to deal with a dangerous and troubled employee

Say What You Mean the Right Way: Healthy Forms of Communication

Running Time: 15-20 Minutes

We may understand on an intellectual level that communication is important, but how often do we take the time to evaluate the effect of our communication in our relationships? There are many ways to communicate how you feel to the people in your life. This Skill Builder will address how to deal with difficult circumstances and special situations. You will also explore how you can use communication to strengthen your relationships and to enhance mutual understanding. By the end of this Skill Builder you should be able to

- Identify barriers to clear communication
- Apply tips for effective communication
- Assess effective ways for dealing with difficult conflict
- Recognize ways to maintain successful family relationships

Self-Care: Remaining Resilient

Running Time: 15-20 Minutes

Learn to identify ongoing symptoms of stress and how to find a healthier approach to the demands of work and home. Reconciling the demands of work and home life can be a source of constant tension. As a result, sleep disturbances, appetite changes, headaches, poor concentration, and irritability are common signs of too much stress. In this timely Skill Builder, you will learn to identify emotional and physical symptoms of stress, assess your own life balance situation, and learn practical techniques to bring balance to your work and personal life. You will learn to

- Recognize the physical and emotional signs of stress
- Assess your own life balance situation
- Reduce the stress of transitioning from home to work
- Create an effective family unit
- Implement time management skills
- Become mindful of the benefits of self-care

Sexual Harassment Prevention in the Workplace

Running Time: 15-20 Minutes

In this seminar, employees will learn the common effects of harassment and the legal ramifications involved with sexual harassment. We will discuss examples of sexual harassment behaviors and discuss ways to avoid acting in harassing ways. Additionally, general sexual harassment reporting procedures will be reviewed. The objectives for this session are to

- Increase overall awareness of all employees about forms of harassment in the workplace
- Define sexual harassment and discuss examples of this behavior
- Understand legal rights and appropriate procedures if harassed
- Discuss common effects when harassed
- Identify steps to conduct an effective investigation
- Understand the prevalence, legal ramifications, and costs of workplace harassment
- Foster a harassment-free, respectful workplace

The Art of Conflict Resolution

Running Time: 15-20 Minutes

Conflict is inevitable. In this Skill Builder, you will explore a variety of conflict types and approaches, as well as consider how to effectively communicate with others who use a conflict-management style that is different from your own personal method. By knowing effective communication techniques to use in conflict situations, you can enhance your ability to resolve conflict. By the end of this Skill Builder you should be able to:

- Realize why conflict is inevitable
- Connect conflict management styles with a variety of personality types
- Understand how to resolve conflicts better
- Recognize the importance of active listening
- Apply effective communication strategies

Strand Ten: On-Line Training Programs

ASCIP ON-LINE PROGRAMS

ASCIP on-line programs can be arranged at any time by contacting [Mellisa Hodges](#) in Human Resources. Courses are listed alphabetically in category groupings. These are individual, on-line courses which are completed at one's computer.

EMPLOYMENT PRACTICES

FACTA—Higher ED: Identity Theft “Red Flag” Regulatory Compliance Guidance

This module discusses regulations issued by the Federal Trade Commission and Federal banking agencies, intended to reduce the risk of identity theft. These regulations are known as the Red Flags Rule (or Red Flags Rules). Mandatory compliance, by Nov. 1, 2008, applies to colleges and universities that come within the definition of "creditor" or "financial institution," under the Fair and Accurate Credit Transactions Act (FACT Act or FACTA).

This module explains the circumstances under which an institution is covered by those definitions and the duties thereby imposed on various types of employees of such institutions, including development of a program that not only meets Red Flag Rule requirements, but includes training of employees in detecting, mitigating, and preventing identity theft. FACTA is a federal law—there may also be state laws not covered by this module that apply to your institution with additional requirements regarding detecting and reporting identity theft.

Diversity

Running time: 30 minutes

Target Audience: Managers and Supervisors

This training is designed to create better awareness about diversity. It will enable participants to create productive and positive organizational cultures that respect differences amongst individuals.

Ethics in Action

Ethics is not about being perfect. It's about making choices that are considerate of others and appropriate for all the stakeholders—employees, customers, suppliers, management, and the community.

The path to ethics begins with examining the idea of ethics. This module should generate some thoughts and ideas about ethics. There is a powerful connection between thinking ethically and acting ethically

Sexual Harassment and Discrimination Higher Ed – Employees

Running Time: Approximately 32 minutes (not including quiz)

Completion Requirement: 70% or higher on final quiz and 100% slide view

This training will assist faculty, staff, and employees in understanding the federal definitions and classifications of discrimination and harassment in the Higher Ed workplace under the Civil Rights Act of 1964, Title VII. Including protected classes and employee or prospective employee rights under federal law.

/1661 Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, and human trafficking.

Sensitivity Basics: Creating Positive Working Relationships

Run time: Approximately 25 minutes

Target Audience: Employees

Organizations should support their employees in acting sensitively and respectfully in all workplace settings. This module discusses what sensitivity is and what it is not, sensitive values versus sensitive behaviors, respecting others' boundaries, seeing things from another's perspective, avoiding insensitive situations, and how to develop basic sensitivity skills. Specific areas include sexual insensitivity, stereotyping, faith in the workplace, as well as other issues to consider.

Sexual Harassment Prevention - California (AB1825/1661)

Running time: 2 hours

Target Audience: Managers and Supervisors

This training is designed to explain what may constitute sexual harassment and how to recognize, report, and respond to allegations of unwelcomed sexual behavior. Responsive to the requirements of AB1825 and AB2053. *All managers must participate in this program at least once every two (2) years.*

TRAC (Teamwork • Respect • Awareness • Communication)

Running time: Approximately 15 minutes

Target Audience: Employees

TRAC is a multi-purpose workplace risk management module for all employees. TRAC reinforces your efforts to prevent workplace wrongdoing and makes employees aware of issues important to your institution, such as tolerance, harassment, theft, workers' compensation fraud and retaliation, diversity, safety, violence, and conflict resolution. With TRAC, employees can receive basic workplace training and orientation in just a few minutes. TRAC can also be customized by integrating your specific policies and procedures into the training, helping generate greater impact and personal value for your employees.

GENERAL

California AB1432 Mandated Reporter Training (ASCIP)

Run Time: Approximately 35 minutes

Target Audience: Mandated Child Abuse Reporters

Closed Captioning: Transcript in training notes

This module covers general training for California Mandated Reporters as required by AB1432.

Special Education Liability (ASCIP)

Run Time: Approximately 25 minutes

Completion Requirement: 70% on quiz

Closed Captioning: Text-on-screen

This course is designed for classified and certificated administrators, school site administrators, directors of special education, special education teachers, risk managers and governing board members of K-12 school districts in California. Using actual case scenarios and other training materials, individuals taking this course will learn about the laws that affect the rights of disabled students, learn to recognize potential legal liability, identify remedial action to be taken and be able to train and supervise staff who are responsible for the care of students with disabilities.

California Ethics Training

Run Time: Approximately 2 hours

Target Audience: Employees

Closed Captioning: Transcript in training notes

Employees should strive to act ethically in all business dealings. This module discusses the nature and meaning of ethics, ethics in organizations, and ethical decision-making. The benefits of promoting ethics in the workplace are highlighted as well as the advantages of ethical behavior to an organization. The module also discusses how to respond to a situation that may be unethical.

HEALTH

Concussion Training (90 minutes) (GCN)

As professionals at the interscholastic level, coaches put the student first and the athlete second, so the athletic experience becomes a vehicle to promote learning and a safe playing environment. As a youth sports official, your actions (including strict officiating) help set the tone for safe play and can help lower an athlete's chances of getting a concussion or other serious injury. The overall purpose of this tutorial is to give you the ability to recognize the signs

and symptoms of a possible concussion and respond in the appropriate manner. It will also discuss steps you can take to help your injured player recover more quickly by encouraging both mental and physical rest.

Concussion Training -- IHSA Approved (2 hours) (GCN)

As professionals at the interscholastic level, coaches put the student first and the athlete second, so the athletic experience becomes a vehicle to promote learning and a safe playing environment. As a youth sports official, your actions (including strict officiating) help set the tone for safe play and can help lower an athlete's chances of getting a concussion or other serious injury. The overall purpose of this tutorial is to give you the ability to recognize the signs and symptoms of a possible concussion and respond in the appropriate manner. It will also discuss steps you can take to help your injured player recover more quickly by encouraging both mental and physical rest. IHSA Approved for the state of Illinois.

HUMAN RESOURCES TOPICS

Americans With Disabilities Act (ADA)

Target Audience: HR Staff and Managers

This training communicates key components of the Americans with Disabilities Act (ADA) – components such as who is protected, when is a disability not a disability, how a non-disabled employee can sue and win, the pitfalls of the hiring process, reasonable accommodations vs. undue hardships, how well-meaning conduct can be interpreted as discriminatory, the personal and economic impacts of disability discrimination, the duties of managers and supervisors, how to spot and prevent potential disability harassment and discrimination, how to defend your institution with effective reporting systems, the importance of investigations, and more (self-paced).

Family Medical Leave Act (FMLA)

Running Time: Approximately 35 minutes

Completion Requirement: 100% slide view, knowledge checks, and 70% or higher on final quiz

Target Audience: HR Staff and Managers

The Family Medical Leave Act (FMLA) may be the most misunderstood aspect of leave-related laws for many employers. This misunderstanding makes employers and their institution ripe for ever increasing liability. This module clarifies the regulations, what is "family" leave, what is a "serious health condition," notice requirements, how to manage administrative nightmares, managers' duties, and more.

FERPA -- Higher Ed

This tutorial educates all educational staff about confidentiality regarding student records as mandated by FERPA (Family Education Rights and Privacy Act) and state education rules and regulations. Staff will gain a knowledge of the law and policies; an understanding of their responsibilities, and an understanding of how to protect a family's right to privacy.

Interviewing Strategies

Running Time: Approximately 15 minutes

Completion Requirement: 75% of 5 questions

Negligent hiring, discrimination, violence, harassment—these claims pose a serious risk of liability for any employer. The sobering lesson of employee lawsuits is that most problems could have been avoided if proper attention had been paid to the hiring process. The Interviewing Strategies Training Module is designed to assist you in developing a best practices approach to your screening and hiring processes.

Personnel Files 01: Do's and Don'ts

Run Time: Approximately 30 minutes

Completion Requirement: 100% slide view, two knowledge checks, and 70% on quiz

The personnel file is a journal of the employers' saved documentation of the history and status of the entire employment relationship with an individual employee. This module with three lessons will cover common questions about personnel files, what to consider when using technology for documentation, and what should and should not be included in an employee's personnel file

Personnel Files 02: How Technology Impairs the Personnel Files

Running Time: Approximately 10 minutes

Completion Requirement: 100% slide view, 100% on guided quiz

Technology is meant to simplify our lives but sometimes it can create impairments. This course module will cover a few impairments that relate to personnel files, including: Email communications, Documentation, and Cost and security of electronic file storage.

Personnel Files 03: What Should and Should Not be Included in the Personnel Files

Running Time: Approximately 15 minutes

Completion Requirement: 100% slide view, 100% on quiz

The personnel file is a journal of the employers' saved documentation of the history and status of the entire employment relationship with an individual employee. So, what should be included in an employee's personnel file? This course module will assist you in understanding what should and should NOT be included in a personnel file.

Workers Compensation Essentials

Run Time: Approximately TBD minutes (not including quiz)

Completion Requirement: 70% or higher on final quiz and 100% slide view

Managers need an understanding of their responsibilities in the dynamics of workers compensation. This includes a manager's role in preventing and managing claims. Topics in this introductory module include: Legal Overview, What is Covered?, Employees' Benefits, and Managers' Responsibilities

Workers' Compensation, FMLA, ADA, ADA AAA

Running time: 21 minutes

Target Audience: HR Staff and Managers

This training course covers the details of pertinent laws including:

- The federal Family and Medical Leave Act (FMLA)
- Any applicable state, pregnancy, family, or medical leave laws
- The federal Pregnancy Discrimination Act (included in Title VII)
- The federal Americans with Disabilities Act (ADA), as amended effective January 1, 2009
- State's disability discrimination laws

Workplace Investigations

Running Time: Approximately 20 minutes

Completion Requirement: 80% of 5 questions

An effective investigation of a problem or a complaint will allow your organization to monitor itself for compliance with its policies and procedures, as well as with applicable federal, state, and local laws prohibiting discrimination, sexual harassment, theft, violence, unsafe acts, workers' compensation fraud and other workplace wrongdoing. This module discusses the goals of an investigation, who should investigate, and when an investigation should take place. The module addresses how special concern should be given to retaliation, sexual harassment investigations, workers' compensation fraud investigations, and the investigation of violence, theft, unsafe acts, or illegal practices. The module later applies the Core Principles of SMART RISK MANAGEMENT to investigations.

RISK MANAGEMENT FOR THE WORKPLACE

Accident Investigation Techniques-Brit Insurance

Running Time: 13 minutes

Target Audience: Managers

Designed to enhance the skills of managers in the techniques of Accident Investigation. Topics include: definitions of an accident; the accident chain; the cost of employee accidents; classifying accident causes; unsafe acts and conditions; the employee's role in an accident investigation; and completing the accident investigation report.

Determining the Root Cause of Accidents-Brit Insurance

Running time: 17 Minutes

Target Audience: Managers

Enhances managers' skills in the techniques of accident investigation. Topics include: The Chain of Accident Causation; Accident Investigation Responsibilities; Steps Necessary to Investigating an Accident; Determining Accident Causes; and practice scenarios.

Smart Risk Management - Five Core Principles

Running Time: Approximately 15 minutes

Target Audience: Managers

Managers and supervisors often serve as the front line defense for mitigating risks and loss as a result of workplace wrongdoing. Therefore, each manager and supervisor must be a Smart Risk Manager, and that can best be accomplished by understanding the best practices for managing people. The first step to becoming a Smart Risk Manager is to apply the five core principles: No Tolerance, Observation, Communication, Empathy, and Fairness (self-paced).

SAFE ENVIRONMENTS

Bullying/Cyberbullying

Run time: 32 minutes

Target Audience: Faculty, Managers

Bullying/Cyberbullying Prevention provides schools, daycare providers, religious education programs, and other youth-oriented organizations with information, resources, and training to help prevent bullying and other violent behaviors. Bullying/Cyberbullying prevention addresses (1) the warning signs that someone is a bully, (2) the warning signs that someone is a target, and (3) the appropriate responses by caring adults.

Sexual Violence and Discrimination - Higher Ed (Employee)

Run Time: Approximately 45 minutes

Target Audience: All employees

Closed Captioning provided

This program will cover how employees at this educational institution can help prevent sexual violence and discrimination among the student population. Sexual Violence and Discrimination – Higher Ed is in compliance with the Violence Against Women Act (VAWA). Participants will learn: What constitutes sexual violence and discrimination? What are we telling students to do to manage their own behavior better? How can you help if you see something that worries you or a student tells you something troubling? The District is required to provide this program to all employees.

Sexual Violence and Discrimination - Higher Ed (Student)

Run time: Approximately 45 minutes

Target Audience: Students

This program will cover what students can do to help prevent and respond to sexual violence and discrimination on campus. Sexual Violence and Discrimination – Higher Ed is in compliance with the Violence Against Women Act (VAWA).

Theft, Violence and Unsafe Acts

Target Audience: Managers

Employees often cite safety as their primary job concern. This module discusses methods of preventing and managing unsafe acts such as safety violations, as well as substance use and abuse, how to spot potential safety violations and how to manage those that happen, and types of employer liability if risks are not properly managed.

WORKPLACE AND PERSONAL SAFETY

Safety Shorts

The following short videos are available. Each video topic lasts approximately 1 to 2 minutes. Accident Prevention, Emergency Procedures Safety, Fire Prevention & Protection Safety, Safe Lifting practices, Slip, Trip, Fall Safety

Disaster Planning 101

Run time: 20:07 Minutes

Target Audience: Employees

Provides information on the essentials of Disaster Planning and the value of emergency preparedness both at work and at home. Topics covered include: significant disasters throughout history and how they have impacted modern civilization; predicting, preparing and planning for disaster; understanding the threats that can impact your organization; conducting a formal threat assessment; safety compliance; response methods; guidelines for food, water, emergency supplies and equipment; creating an emergency plan; conducting drills; and resources for additional information.

Employee and Family Disaster Preparedness Training

Provides employees and their families with information on how to be prepared at home and at work in the event of a disaster. Topics include: www.Ready.gov; assembling a disaster preparedness kit; developing a family plan; determining whether or not to evacuate or shelter in place; and informational resources for Family Disaster Planning.

Fire Prevention Practices

Run time: 9:38 Minutes

Discusses fire prevention practices and procedures to take in the event of a fire. Topics include creating an Emergency Action Plan; maintaining your workspace in an orderly manner; refraining from the use of candles; proper storage of flammable materials; using electrical equipment responsibly; knowing what to do in the event of a fire; portable fire extinguishers; and fire protection and life safety systems.

Means of Egress

Run time: 19 minutes

Focuses awareness on the importance of exits within the workplace as a means of escape in the event of a life threatening event. Topics include defining "Means of Egress;" Exit Components; Exit Requirements; Factors Compromising the Means of Egress; and Safety and Compliance.

Office Ergonomics Defined

Run time: 10:56 Minutes

This program is designed to provide a general overview of Ergonomics and how ergonomic principles can be applied to daily office tasks to reduce your chances of experiencing strain and exertion injuries. Topics include: Definition of Ergonomics; Ergonomic Risks; Ergonomic Conditions; Ergonomic Injury Statistics; Cost of Ergonomic Injuries; Typical Ergonomic Injuries; Benefits of Ergonomics; Office Work Risk Factors; General Ergonomics Awareness; Employee Education and Training.

Office Workstation Safety

Run time: 14:14 Minutes

Provides participants with the correct information on how to work safely at a computer workstation. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.

Office Workstation Safety for Supervisors

Run time: 18:49 Minutes

Target Audience: Managers

Intended for use by supervisors to help them identify the hazards that employees face at their workstations. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.

Portable Fire Extinguishers Part I

Run time: 19:59 Minutes

Provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires.

Portable Fire Extinguishers Part II

Run time: 15:37 Minutes

Describes classes of fire and how to identify them; discusses the extinguishing agents appropriate for different classes of fires, demonstrates how to utilize a portable fire extinguisher in accordance with Best Practices; provides a focus on personal safety; and describes the sequence of events that must occur before a decision to use a fire extinguisher is made.

Preparation for Physical Activity

Run time: 13:52 minutes

The goal of this training program is to teach you how to prepare your body and mind for the physical activity you may be performing during your daily work tasks. Topics include: maintaining flexibility; costs of musculoskeletal injuries; the importance of warming up; back pain and injuries; preventing muscle strains and sprains; and stretching exercises for hands, wrists, shoulders, upper and lower back, and legs.

Preventing Back Injuries

Run time: 11:32 Minutes

Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries.

Preventing Slips, Trips, and Falls

Run time: 10:26 Min.

This training module covers preventing the occurrence of slip, trip and fall injuries in the workplace. Topics include: Recognizing the costs associated with slip, trip and fall related injuries; identification of the leading causes of slip, trip and fall injuries associated with the physical workplace environment; identification of the leading causes for slip, trip and fall injuries associated with employee behaviors; and preventive actions that employers and employees should take to reduce the risk for slip, trip and falls in the workplace.

Working in Comfort-A Lesson in Computer Workstation Ergonomics

This training program helps participants increase the level of comfort at their workstations. The information provided in this program will help participants to minimize the daily aches and pains associated with job tasks that require a lot of time sitting and working from a desk, including lower back pain, wrist pain, and neck stiffness. Topics include: Neutral Position; Evaluating Your Comfort Level; Making Necessary Adjustments-Chairs and Office Equipment; Challenging Adjustments; Ergonomic Behavior; and Benefits of Using Ergonomic Practice.

