



# STATE CENTER COMMUNITY COLLEGE DISTRICT



## PROFESSIONAL DEVELOPMENT

- Professional Development
- Personal Development
- Compliance Trainings

Register and start training now!

2024-2025

TRAINING  
CATALOG



# 2024-2025 Training Catalog

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# Letter from the Director

Greetings Learners,

As an institution of higher education, we are in the business of learning. As professionals in education, our evolution is critical as well. The benefits of lifelong learning are immeasurable, and it is my sincere hope that you find something in this catalog that peaks your interest.

Professional development allows you to gain new skills and refine existing skills. It enables teambuilding and networking opportunities and registering in professional development courses signals that you are enthusiastic about continued growth.

Opportunities for professional development also prepares our workforce for advancement and confidence in an ever-evolving workplace. Both seasoned and emerging professionals excel when they invest in their growth, which aids retention efforts and promotes leadership opportunities from within.

It also signals to our applicants that State Center Community College District believes in their growth as well, positioning us to be an employer of choice.

From the decade I spent working in the Personnel Commission prior to transitioning over to Human Resources, I can tell you that our District is much like a mini city. We have professionals in building and construction trades, peace officers, finance professionals handling many millions of dollars in addition to our faculty and student services professionals. Professional development is one of those unique spaces where all types of people with all types of interests and expertise come together to focus on a common goal. It also gives us a chance to break up the routines of our workday and shift our focus to learning something new. I encourage you to take advantage of these opportunities for fellowship in addition to opportunities for growth and development.

State Center Community College is dedicated to your success and in cultivating your agility and innovation. As you grow your skills, you are playing an important role in growing our students and communities as well.

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,



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	Recurrence	Sample Content
1	EEO & Diversity	On demand or as requested	Training for faculty search committees, Cultural Affirmation
2	Classified Professionals (CP)	Mega Conf: Tuesday of Spring Break	Mega Conference, Leadership State Center
3	District Operations & Safety (Ops)	As requested	Situational Awareness Training, Stryker Chair, Stop the Bleed
4	Technology	As requested	Report Manager, Colleague, NeoEd, Cybersecurity
5	Management & Leadership Development	2 <sup>nd</sup> Thursdays, 8:30am-10:30am	MDA, Quarterly Management Meeting
6	New Employee Orientation (NEO)	Quarterly	New Employee Orientation
7	Liebert Cassidy Whitmore (LCW)	2 <sup>nd</sup> Fridays, 9am-12pm	Legal Updates & Trainings
8	Compliance/Required Trainings	Assigned as required	Sexual Harassment Prevention: AB1825, SB1343, Mandated Reporter, FERPA, IIPP
9	Human Resources (HR)	3 <sup>rd</sup> Wednesdays, 10am-11:30am	Retirement, Equivalencies, Title IX, Benefits
10	Personnel Commission (PC)	2 <sup>nd</sup> Wednesdays, 3pm-4pm	Resume and Application Prep, Recruitment Exam Prep
11	Finance	2 <sup>nd</sup> Tuesdays, 10am-11:30am	SCIP, Travel & Conference, General Ledger



# 2024-2025 Training Calendar

To register for these workshops, please visit 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. To request operations/safety classes, please contact [professional-development@sccd.edu](mailto:professional-development@sccd.edu).

## September 2024

September 9	8:00am – 12:00pm	DO	CP: Leadership State Center XXIII
September 10	10:00am – 11:30am	Zoom	Finance: SCIP
September 11	3:00pm – 4:00pm	Zoom	PC: Resume & Application Prep (open to the public)
September 12	8:30am – 10:30am	DO	MDA: Performance Management
September 13	8:00am – 12:00pm	DO	New Employee Orientation (academic)
September 18	10:00am – 11:30am	RC & Zoom	HR: Title IX
September 20	8:00am – 12:00pm	DO	CP: Leadership State Center XXIII
September 24	3:00pm – 4:00pm	Zoom	Tech: Report Manager

## October 2024

October 4	8:00am – 12:00pm	DO	CP: Leadership State Center XXIII
October 8	10:00am – 11:30am	Zoom	Finance: Hotel Engine/ T&C
October 9	3:00pm – 4:00pm	Zoom	PC: Assessment & Interviewing Strategies (open to the public)
October 10	8:30am – 10:30am	DO	MDA: Communication and Conflict De-Escalation
October 16	10:00am – 11:30am	FCC	EEO: EEO Training for Search Committees
October 18	8:00am – 12:00pm	DO	CP: Leadership State Center XXIII
October 22	3:00pm – 4:00pm	Zoom	Tech: Cybersecurity

## November 2024

November 1	8:00am – 12:00pm	DO	CP: Leadership State Center XXIII
November 12	10:00am – 11:30am	Zoom	Finance: Contracts
November 13	3:00pm – 4:00pm	In-Person	PC: Mock Oral Board & Hiring Manager Panel
November 14	8:30am - 10:30am	DO	MDA: Management and Labor Relations
November 15	8:00am – 10:30am	DO	CP: Leadership State Center Academy XXIII Graduation
November 19	3:00pm – 4:00pm	Zoom	Tech: PeopleAdmin/TalentEd
November 20	10:00am – 11:30am	Zoom	HR: Application, Equivalency, & Interview

## December 2024

December 11	3:00pm – 4:00pm	Zoom	PC: Understanding the PC (open to the public)
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## January 2025

January 14	10:00am - 11:30am	Zoom	Finance: Budget & General Ledger (GL)
January 15	10:00am – 11:30am	Zoom	HR: Planning for Retirement
January 28	10:00am – 11:30am	Zoom	HR: CalSTRS
January 28	3:00pm – 4:00pm	Zoom	Tech: NeoEd Online Hiring Center (OHC)
January TBD	10:am – 11:30am	Zoom	HR: CalPERS

## February 2025

February 12	3:00pm – 4:00pm	Zoom	PC: History of Standardized Testing & Assessment Strategies (open to the public)
February 13	8:30am - 10:30am	DO	MDA: Management Essentials
February 19	10:00am - 11:30am	Zoom	HR: Managing Your Manager
February 25	3:00pm – 4:00pm	Zoom	Tech: NeoEd Perform

## March 2025

March 12	3:00pm – 4:00pm	In-Person (Location TBD)	PC: Mock Oral Board & Hiring Manager Panel
March 13	8:30am - 10:30am	DO	MDA: Budget Development & Management
March 19	10:00 am - 11:30 am	Zoom	Equity (how to get involved & affinity groups)
March 25	3:00pm – 4:00pm	Zoom	Tech: Artificial Intelligence (AI)

## April 2025

April 9	3:00pm – 4:00pm	Zoom	PC: Rising through the Ranks
April 10	8:30am - 10:30am	DO	MDA: Title IX
April 15	8:00am – 5:00pm	In-Person	Classified Professionals Mega Conference
April 22	3:00pm – 4:00pm	Zoom	Tech: Web Accessibility
April 23	10:00 am - 11:30 am	Zoom	HR: Mental Health Awareness

## May 2025

May 8	8:30am - 10:30am	DO	MDA: Discipline
May 28	10:00am – 11:30am	Zoom	HR: Effective Customer Service & Communication ( <i>off-schedule due to semester end</i> )

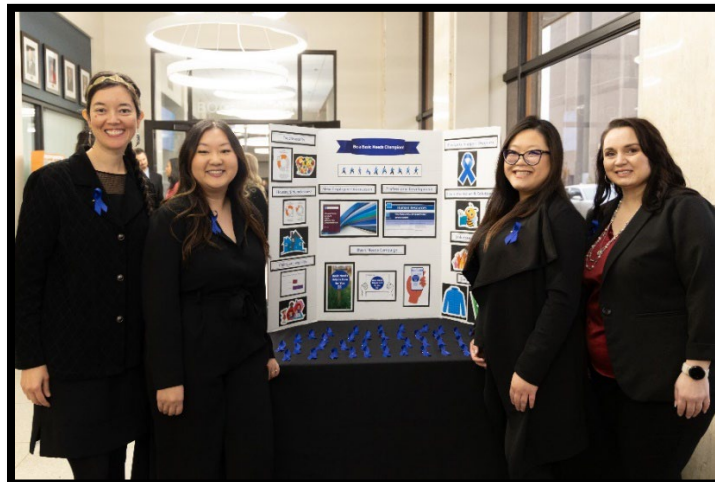
## June 2025

June 11	3:00pm – 4:00pm	In-person (Location TBD)	PC: Performance Assessments for the Trades (open to the public)
June 18	10:00 am - 11:30 am	FCC	HR: Complaints & Grievances

\*Districtwide Management Meeting schedule to be determined

\*\* Workshop on CalPERS to be added, please watch for announcements in the districtwide mail-all

\*\*\*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! We may be able to schedule a special session for your department. 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

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@sccd.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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>EEO Training for Search Committees</b>	
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	<p>These training sessions prepare individuals for their roles on academic search/hiring committees and include:</p> <ul style="list-style-type: none"> <li>• the requirements of the Title 5 regulations on equal employment opportunity (Title 5 sections 53000, et. seq. of the California Code of Regulations);</li> <li>• the requirements of federal and state nondiscrimination laws;</li> <li>• the requirements of the District's Equal Employment Opportunity Plan;</li> <li>• principles of diversity and cultural humility;</li> <li>• the value of a diverse workforce; and</li> <li>• recognizing bias.</li> </ul>
How to enroll	<p>Individuals selected to serve on hiring committees who require this training will be contacted by the EEO/Professional Development Office via email.</p> <p>Employees can also participate in the asynchronous training available at any time by contacting <a href="mailto:professional-development@sccd.edu">professional-development@sccd.edu</a></p>



<b>Intergenerational Communication</b>	
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 <a href="mailto:professional-development@sccd.edu">professional-development@sccd.edu</a> or replying to the registration link on the flyer sent via Postmaster.



<b>Invisible Disabilities</b>	
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@sccd.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.

<b>Classified Professionals Mega Conference</b>	
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	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> </ul>
How to enroll	Districtwide email notices will announce registration each Spring.

<b>Leadership State Center Cohort</b>	
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 at 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.

### 3. District Operations and Safety

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

<b>District Operations and Safety</b>	
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: <ul style="list-style-type: none"> <li>▪ Active Shooter Response</li> <li>▪ AED/CPR/First Aide</li> <li>▪ Coffee with a Cop (Property Crime Prevention)</li> <li>▪ Emergency Procedures</li> <li>▪ Emergency Response and Contingency Planning</li> <li>▪ Facilities Inspection</li> <li>▪ Fire Extinguisher</li> <li>▪ General Building Safety</li> <li>▪ Heat Illness Prevention Program</li> <li>▪ Incident Command System</li> <li>▪ Power Industrial Trucks (Forklifts)</li> <li>▪ Rape Aggression Defense (RAD)</li> <li>▪ Safety Handling Equipment</li> <li>▪ Stop the Bleed</li> <li>▪ Stryker Chair (Evacuation Chair)</li> <li>▪ Wildfire Smoke Protection</li> <li>▪ Workplace Violence Prevention</li> </ul>
How to enroll	Participants can enroll in the VRC, by contacting our office at professional-development@sccd.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.

<b>BenefitBridge</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Artificial Intelligence</b>	
Target Audience	Optional, open to all faculty, classified professionals and administrators
Frequency & length	1 hour live training offered periodically
Attendance Requirement	Optional
Description	Learn about practical application of AI, how to streamline operations and enhance your daily tasks and learn about security concerns when using AI.
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.

<b>Cybersecurity</b>	
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.

<b>NeoEd Online Hiring Center</b>	
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.

<b>NeoEd Perform</b>	
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.

<b>PeopleAdmin/TalentEd</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Report Manager Training</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Web Accessibility</b>	
Target Audience	Optional, open to all faculty, classified professionals and administrators
Frequency & length	1 hour live training offered periodically
Attendance Requirement	Optional
Description	Learn about inclusive practices so that there are no barriers which prevent interaction with or access to your documents and websites by people with disabilities.
How to enroll	Participants can enroll in the VRC, by contacting our office at professional-development@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

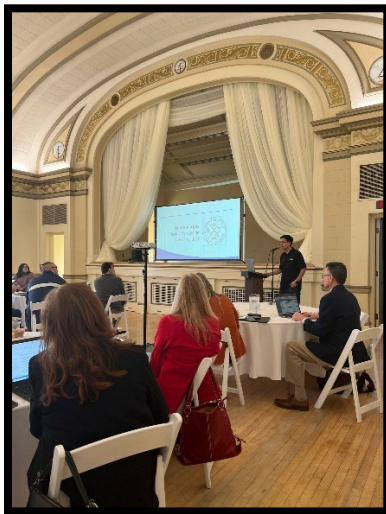


## 5. Management & Leadership Development

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.

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.

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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.





## 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@sccd.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	<p>Required training topics include:</p> <ul style="list-style-type: none"> <li>▪ CA AB1432 Mandated Reporter Training</li> <li>▪ Cal/OSHA COVID-19 Employee Training</li> <li>▪ COVID-19 Information and Prevention Guidelines</li> <li>▪ Cybersecurity</li> <li>▪ FERPA</li> <li>▪ GHS Hazard Communication</li> <li>▪ Injury and Illness Prevention Plans (IIPP)</li> <li>▪ Office Ergonomics</li> <li>▪ Portable Fire Extinguishers</li> <li>▪ Sexual Harassment &amp; Discrimination Prevention</li> <li>▪ Title IX</li> <li>▪ Workplace Violence Prevention</li> </ul> <p>Additional modules that may be required are:</p> <ul style="list-style-type: none"> <li>▪ Bloodborne Pathogens for Schools</li> <li>▪ Cart Operator Safety Training</li> <li>▪ Chemical Hygiene</li> <li>▪ Heat Injury/Illness Prevention Training</li> <li>▪ Integrated Pest Management</li> <li>▪ Playground Supervision</li> <li>▪ Workplace Violence and School Safety</li> </ul>
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Application, Equivalencies and Interviews – Practical Guidance for Successful Faculty Applications and Interviews</b>	
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.

<b>Benefits &amp; EAP</b>	
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.

<b>Complaints, Grievances, Workplace Conflicts</b>	
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.

<b>Conflict Resolution/Responding to Bullying</b>	
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.

<b>Effective Customer Service and Communication</b>	
Target Audience	Open to all faculty, classified professionals and administrators
Frequency & length	1.5 hour live training offered periodically
Attendance Requirement	Optional
Description	Brush up on skills that can serve you on the job and beyond. Learn tactics for courteous service in discourteous situations, how to effectively deliver your message and ensure clarity in your communications.
How to enroll	Participants can enroll in the VRC, by contacting our office at professional-development@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Equity and How to Get Involved</b>	
Target Audience	Open to all faculty, classified professionals and administrators
Frequency & length	1.5 hour live training offered periodically
Attendance Requirement	Optional
Description	What does equity mean to you? Are you sharing your vision of equity with others? Do you want to get involved in equity efforts but don't know where to start? Join our conversation on equitable practices and goals across our District and find out how you can participate.
How to enroll	Participants can enroll in the VRC, by contacting our office at professional-development@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Invisible Disabilities</b>	
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, 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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Leaves</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Managing Your Manager</b>	
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	Similarly to “Strategic Tips and Tricks”, attendees will learn how to tailor their practices to best support their manager and the office. Prioritizing projects and appointments, leveraging resources and providing excellent customer service will make your life easier as you make your manager’s life easier!
How to enroll	Participants can enroll in the VRC, by contacting our office at professional-development@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Mental Health Awareness</b>	
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 Get Started Improving Your Mental Health... Three essential skills for everyone. This workshop will be covering the benefits and obstacles to seeking mental health therapy, how to identify symptoms that need clinical attention, and a few simple skills people can implement to regulate their nervous system and support themselves on their own. Attendees are encouraged to bring questions, have a notebook handy, and colored pencils or pens.
How to enroll	Participants can enroll in the VRC, by contacting our office at professional-development@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Planning for Retirement</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Retirement - CalSTRS</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.



<b>Retirement - CalPERS</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Supervisor 101</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Strategic Tips &amp; Tricks: Organizational Skills, Time Management &amp; Exceptional Customer Service</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>The Serious Business of Humor</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Title IX</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Work-Life Balance</b>	
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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Workplace Faux Pas</b>	
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@sccd.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.

<b>Assessment Strategies for Classified Jobs: Enhance Your Performance on Recruitment Examinations</b>	
Target Audience	Open to all faculty, classified professionals, administrators and members of the public
Frequency & length	1 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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>The Hiring Manager's Guide to Conducting the Hiring Interview</b>	
Target Audience	Open to all managers
Frequency & length	1 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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>The Hiring Manager's Guide to Creating a Recruitment Plan</b>	
Target Audience	Open to all managers
Frequency & length	1 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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>The History of Standardized Testing and Assessment Strategies</b>	
Target Audience	Open to all faculty, classified professionals, administrators and members of the public
Frequency & length	1 hour live training offered periodically
Attendance Requirement	Optional
Description	This training session provides a comprehensive overview of the evolution of standardized testing and the various assessment strategies employed. Participants will gain insights into the historical context, development, and current practices of standardized testing, along with an exploration of different assessment methods.
How to enroll	Participants can enroll in the VRC, by contacting our office at professional-development@sccd.edu or replying to the registration link on the flyer sent via Postmaster.



<b>Interviewing: How to Appear Gifted Despite Being Nervous</b>	
Target Audience	Open to all faculty, classified professionals, administrators and members of the public
Frequency & length	1 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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Mock Oral Board and Hiring Manager's Interviews</b>	
Target Audience	Open to all faculty, classified professionals, administrators and members of the public
Frequency & length	1 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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

<b>Performance Assessments for the Trades</b>	
Target Audience	Open to all faculty, classified professionals, administrators and members of the public
Frequency & length	1 hour live training offered periodically
Attendance Requirement	Optional
Description	In this workshop, participants will explore the fundamentals and best practices of performance assessments for trade positions such as utility worker, CTE Laboratory Technician, electrician, and building trades generalist. Performance assessments are crucial tools for evaluating the skills, competencies, and productivity of applicants. Learn helpful tips and strategies to 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.

<b>Resume and Application Preparation</b>	
Target Audience	Open to all faculty, classified professionals, administrators and members of the public
Frequency & length	1 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.

<b>Rising Through the Ranks</b>	
Target Audience	Open to all faculty, staff and administrators but geared towards classified positions.
Frequency & length	1 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.



<b>Understanding the Personnel Commission &amp; It's Function</b>	
Target Audience	Open to all faculty, classified professionals, administrators and members of the public
Frequency & length	1 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.

<b>Budget</b>	
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.

<b>Budget and General Ledger</b>	
Target Audience	Open to all faculty, classified professionals and administrators.
Frequency & length	1.5 hour live training offered periodically
Attendance Requirement	Optional
Description	Combining our popular workshops on Budget and General Ledger, this session will give you important insight into our budget process and the general ledger. Learn more about the budget calendar, and how to track and analyze your budget. Learn the basics of budget development the district's budget calendar, tracking and analyzing your budget. Understanding the GL Structure and reporting options will give you the information necessary to master your accounts.
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.

<b>Contracts</b>	
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.

<b>General Ledger (GL)</b>	
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.

<b>Hotel Engine/Travel &amp; Conference (T&amp;C)</b>	
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.

<b>Personal Financial Resource Planning</b>	
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.

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@sccd.edu or replying to the registration link on the flyer sent via Postmaster.

UKG/Payroll	
Target Audience	Open to all faculty, classified professionals and administrators.
Frequency & length	1.5 hour live training offered periodically
Attendance Requirement	Optional
Description	Learn all about entering and approving timesheets in UKG, setting delegates, creating reports and more!
How to enroll	Participants can enroll in the VRC, by contacting our office at professional-development@sccd.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.

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 <a href="mailto:professional-development@sccd.edu">professional-development@sccd.edu</a> for questions.

<b>Employee Assistant Program (Simple EAP)</b>	
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 <a href="http://halcyoneap.com">halcyoneap.com</a> and use the username: edcare

<b>Vision Resource Center (VRC)</b>	
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 CCCCCO 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 <a href="https://visionresourcecenter.cccco.edu/">https://visionresourcecenter.cccco.edu/</a> Your login will be your district email address.
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 CCCCCO 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 <a href="https://visionresourcecenter.cccco.edu/">https://visionresourcecenter.cccco.edu/</a> Your login will be your district email address.

# Other Training Resources

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

<b>Annual Faculty and Academic Administrator Convocation</b>	
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.

<b>Classified Senate Professional Development</b>	
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.

<b>Semi-Annual Flex Days (including the Annual Faculty and Academic Administrator Convocation)</b>	
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.

<b>Other Events</b>	
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.sccd.edu/departments/human-resources/new-employee-orientation.html>

## Conferences and Professional Training

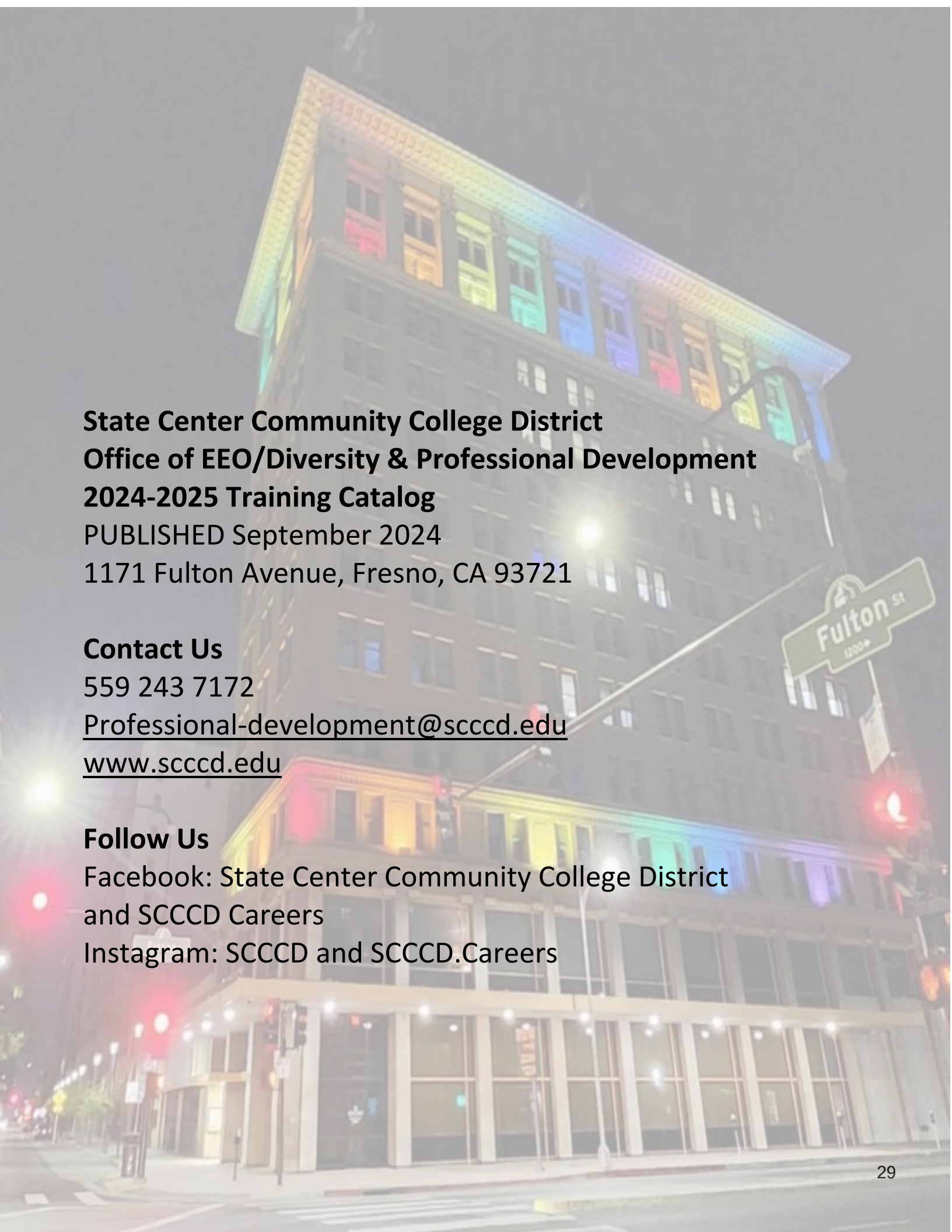
- Employees may be asked by management to attend a conference or other professional training event.
- All travel, conference/training costs must be pre-approved by management and your respective campus process.
- Out-of-state events must have Chancellor approval

## Other Resources

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







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Office of EEO/Diversity & Professional Development  
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