The LEADers Catalog

Safety

Professional Development

Progressive Discipline

Human Resources

Continuous Improvement

Technology

Learning
Education
Achievement
Diversity

Growing Leaders

San Bernardino Community College District

sbccd

WELCOME

Welcome to the 2015-2016 Professional Development catalog of training materials offered by the San Bernardino Community College District Human Resources Department. It is exciting and appropriate that we are able to ensure that our staff and administrators have access to a wide range of educational opportunities that will enhance their skills in both their current positions and those they might aspire to. Faculty will continue to be primarily assisted on their campuses by their Professional Development Coordinators for matters related to their classroom experience.

This listing of continuing education offerings also includes trainings provided by the Safety and Risk Management division of the Human Resources and Employee Relations Department, as well as courses offered by the Professional Development Corporation, which is a part of the Economic Development and Corporate Training Division that provides customized corporate trainings throughout our region.

The San Bernardino Community College District has twice been named as one of the Top 100 Public Employers in the Inland Empire by IE Executive magazine. Although that honor considers the size of the employer primarily, receiving it reminds us of the special relationship our district has with our community.

We are the pipeline for successful employment between students and the businesses in our region. And we cannot successfully do our work without stellar, dedicated employees. And our more than 1,200 employees exhibit exactly those qualities. Staying current in our respective fields is one of the best ways to improve our professional experience and to make our interactions with students, the public and our colleagues even more pleasant.

Please take a few moments to review the catalog and see what might catch your eye –both new employees and more seasoned staff are sure to find workshops of interest! My thanks to our staff who participated in creating both the trainings and this useful manual showcasing those seminars.

Sincerely,
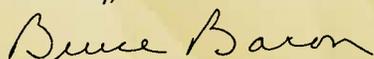
Bruce Baron
Bruce Baron, Chancellor

San Bernardino Community College District believes in transforming lives through education for the benefit of the students we serve within a diverse community. Professional development enhances the growth and development of all who touch the lives of the students we serve. A targeted approach in professional development opportunities and offerings that is dynamic and multifaceted enhances professional growth and learning. With a focus on continued growth within the various professions through the District, the course offerings provided in this newly developed catalog have a unique focus on leadership that is both relevant and meaningful for all.

The courses we've designed are suited to meet various levels and learning styles. Within the catalog, you will find that trainings are offered in various forms including specifically designated days and times, divisional and departmental trainings upon request, as well as staff meetings. Within this model of professional learning we hope that you find the trainings will meet your needs as you continue on your career journey.

Dr. Lisa Norman, Vice Chancellor of Human Resources

SBCCD's Economic Development & Corporate Training (EDCT) mission is to stimulate the economic prosperity of the Inland Empire through workforce development. EDCT offers customized training solutions that meets the human capital development needs of regional employers and provide innovative job training to the workforce in emerging technologies and high growth areas to foster economic prosperity.

Beginning January 2016, SBCCD's Human Resource Department has agreed to partner with EDCT to provide not-for-credit employee training for its employees. EDCT offers flexible services, value, and has over 25 industry experts available to deliver needed skill sets.

PROFESSIONAL DEVELOPMENT

Mastering the Art of Public Speaking

Target Audience: ALL
Length of Course: 3 Hours
Description: You know when someone with "presence" enters the room. Understanding leaps across the room as an energetic ripple. Heads turn. Hearts engage. Minds open. Rather than struggle to keep the attention, interest and trust of your audience, learn to tap into the natural resource of charisma to speak and lead with presence and authority.

Outcomes/Deliverables
Upon completion of the course participants will be able to communicate professional presence and credibility through body language and voice; learn to manage nerves and enjoy public speaking, especially in front of large groups; make the delivery of "boring" material interesting for both presenter and listeners; be at ease with eye contact, pausing, silence and handling awkward moments. A certificate of participation will be awarded upon completion.

Time Management

Target Audience: ALL
Length of Course: 5 Hours
Description: Don't react to the urgent. Learn how to better filter vitally important priorities from distractions so you can make a real contribution. Go for the extraordinary, don't settle. Define your desired outcomes for your most important professional and personal roles to get motivated to achieve extraordinary.

Outcomes/Deliverables
Upon completion participants will be able to prioritize task and manage technology by optimizing usage. Participants will be able to identify time wasters and energy suckers.

7 Habits of Highly Effective People

Target Audience: ALL
Length of Course: 24 Hours
Description: No matter how competent a person is, he or she will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage and collaborate with others, and continually improve and renew their capabilities. These elements are at the heart of personal, team, and organizational effectiveness. Renowned as the world's premier personal leadership development solution, 7 Habits of Highly Effective People aligns timeless principles of effectiveness with modern technology and practices.

Outcomes/Deliverables
Upon completion participants will develop increased maturity, greater productivity, and the ability to manage one's self as well as execute critical priorities with laser-like focus and careful planning. Certificates will be awarded upon completion.

Crucial Conversations

Target Audience: ALL
Length of Course: 4 Hours
Description: Crucial Conversations is a course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of your organization. By learning how to speak and be heard (and encouraging others to do the same), you'll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.

Outcomes/Deliverables
Upon completions participants will be able to speak persuasively, not abrasively, foster teamwork, build acceptance rather than resistance and resolve individual and group disagreements.

Business Writing Skills

Target Audience: ALL
Length of Course: 16 Hours
Description: Good writing is the memo that gets action and the letter that says what a phone call can't in Business writing, the language is concrete, the point of view is clear, and the points are well expressed.

Outcomes/Deliverables
Upon completion participants will be able to draft, edit and submit mistake proof, impactful written correspondences.

FRISK

Target Audience: Managers
Length of Course: 4 Hours
Description: The Frisk Documentation Model is a proven communication framework for successfully remediating performance problems and developing legally defensible documentation when discipline is necessary. The FRISK framework lays out, in clear and simple terms, the basic points that evaluators should include in feedback to employees to satisfy just cause requirements, promote positive change and provide a clear understanding of performance expectations. The framework details are explained in a clear, comprehensive FRISK handbook that includes key points, examples and templates designed as a practical resource guide for evaluators.

Outcomes/Deliverables
Upon completion of the workshop participants will have learned to use a documentation model to help supervisors identify, document and notify employees of a performance problem; understand how to apply progressive discipline that supports improved performance and documentation or corrective action as well how to develop an effective source of documentation when performance concerns become grounds for appropriate disciplinary action. Participants will have sample documents to refer to as well a certificate of complete at the conclusion of the course.

Performance Coaching

Performance Coaching
Target Audience: Supervisors/ Managers
Length of Course: 16 Hours
Description: Coaching, in its simplest form, means to train, tutor or give instruction. It is an excellent skill that can be used to enhance growth and performance, as well as promote individual responsibility and accountability. Performance coaching is an ongoing process which helps build and maintain effective employee and supervisory relationships. Performance coaching will help identify an employee's growth, as well as help plan and develop new skills. Using their coaching skills, supervisors evaluate and address the developmental needs of their employees and help them select diverse experiences to gain necessary skills. Supervisors and employees can work collaboratively on developing plans that might include training, new assignments, job enrichment, self-study, or work details.

Outcomes/Deliverables
Upon completion participants will be able to successfully coach under performing team members to becoming top contributors as well as mentor and lead top performers into leadership roles and responsibilities. Participants will receive a participation certificate.

Evaluations: The Write Way

Target Audience: Managers
Length of Course: 4 Hours
Description: Participants will learn the art and science of writing effective employee evaluations. Supervisors should know how to use the evaluation process as a mechanism to motivate and lead staff to perform at a superior level. This course will provide an overview of the certificated and classified evaluation process to include timelines, formal and informal observations, observation feedback and relevant documents. Learning how to identify and clearly articulate relevant and meaningful information within the evaluation will lead to continuous employee improvement.

Outcomes/Deliverables
Upon completion participants will have the skills and vocabulary to write effective formal and informal employee evaluations as well as summarize observation results as described through rubrics. Participants will be able to identify methods and techniques to provide effective feedback.

SAFETY

SAFETY DOESN'T HAPPEN BY ACCIDENT

NIMS IS-100: Incident Command System

Target Audience: ALL
Length of course: 1 Hour
Delivery: Webinar
Description: The primary mission of the Federal Emergency Management Agency is to reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism, and other man-made disasters, by leading and supporting the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation.

Outcomes/Deliverables
Upon completion participants will be familiar with how ICS principles can be applied in incidents at higher education institutions and be prepared to interface with community response personnel.

NIMS IS-700:

Target Audience: ALL
Length of course: 3 Hours
Delivery: Webinar
Description: This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

Outcomes/Deliverables
ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course introduces and overviews the National Incident Management System (NIMS).

Hazard Communication: Right to Understand

Target Audience: ALL
Length of course: 1 Hour
Delivery: Webinar
Description: The Hazard Communications: Right to Understand course reflects OSHA's 2012 revised Hazard Communication Standard that now gives workers the "right to understand" hazards they may encounter in the workplace. The course also addresses implementation of the Globally Harmonized System of Classification of Chemicals and Labeling (GHS) and the change from Material Safety Data Sheets (MSDS) to the new Safety Data Sheets (SDS).

Outcomes/Deliverables
Upon completion of this course participants will have an understanding of hazardous chemicals and their specific dangers, as well as actions you can take to protect yourself and others on your campus.

Fire Extinguisher Safety

Target Audience: ALL
Length of Course: 10 Minutes
Delivery: Webinar
Description: This course gives an overview of the fundamentals of proper fire extinguisher use.

Deliverables/Outcomes
Upon completion participants will know how to properly check and use a standard fire extinguisher.

Activde Shooter

Target Audience: ALL
Length of Course: 1 Hour
Delivery: Live
Description: The course intends to prepare personnel for "active shooter" situations by providing information on how they occur and how they may be more effectively prevented.

Outcomes/Deliverables
Upon completion participants will have an awareness of how to respond to active shooters and how to de-escalate potentially threatening situations.

HUMAN RESOURCES

IF YOU WANT TO BUILD THE BUSINESS, BUILD THE PEOPLE.

Sexual Harassment for Management

Target Audience: Managers
Length of Course: 2 Hours
Delivery: Live/Webinar
Description: In 2004 California enacted b 1825, mandating 2 hours of sexual harassment awareness training and education for all supervisors. Newly appointed supervisors must receive training within 6 months of appointment; thereafter, supervisors are required to complete sexual harassment training every two years.

Outcomes/Deliverables
Upon on completion participants will have satisfied mandated hours of sexual harassment training for management.

Sexual Harassment: Staff to Staff

Target Audience: ALL
Length of Course: 2 Hours
Delivery: Live/Webinar
Description: Sexual harassment is widely understood to be unlawful in the workplace. Unfortunately, it's clear from case law and news headlines that it's still prevalent and a challenge with which employers must contend. But, there's a great deal of confusion about just what exactly is sexual harassment.

Outcomes/Deliverables
Upon completion participants will be aware of sexual harassment and reporting procedures.

Title IX

Target Audience: ALL
Length of Course: 2 Hours
Description: Title IX is the federal law that prohibits discrimination on the basis of sex in schools that receive federal funding — including in their athletics programs.

Outcomes/Deliverables
Upon completion participants will understand and better address student issues as it relates to Title IX.

Know Your Benefits

Target Audience: ALL
Length of Course: 2Hours
Description: As a SBCCD employee rather management or staff you have several benefits available to you. The Human Resource department will walk you through your various benefits as it relates to bargaining agreements and district incentives.

Outcomes/Deliverables
Attendees will have a better understanding of their benefits and how to utilize them.

Diversity Awareness

Target Audience: ALL
Length of Course: 2 Hours
Description: This workshop examines diversity and its various components related to an individual's perceptions, experiences, values, home and work environments. Activities are used in the class for participants to be more actively involved and engages in the learning process.

Outcomes/Deliverables
Upon completion participants will have examined diverse cultures, experiences, and values the other employees and customers bring to the work environment as well as explore the impact of differences in the workplace.

Management Orientation

Target Audience: Managers/New supervisors
Length of Course: 4 Hours
Description: This workshop gives managers and new supervisors the tools necessary to navigate through various management responsibilities to include, evaluations, report writing, bargaining agreements and Title V. The forum will allow for open discussion as well as question and answers segment.

Outcomes/Deliverables
Upon completion of this workshop attendees will be have gained knowledge on management responsibilities as it relates to human capital and human resources obligations.

HUMAN RESOURCES

Leave Types

Target Audience: ALL
Length of Course: 2 Hours
Description: As an employee with SBCCD, there are various benefits available. Health plans are important and necessity and valued feature many employees enjoy; there are other benefits that are not health related to enhance employees and their families. Along with understanding various options of health and non-health related benefits offered to SBCCD employees, a thorough understanding of leave options offered will be covered.

Outcomes/Deliverables
Upon completion attendees will have gained an understanding of leaves from federal and state laws, along with provisions outlined from collective bargaining agreements.

Bargaining Agreements Made Simple

Target Audience: Management
Length of Course: 3 Hours
Description: No more guessing. This workshop will provide information within the negotiated bargaining agreement, based on common understandings and shared decision-making. Learn how the language in a contract serves as the guide and basis for the practices and structures that exist within the organization. This informative workshop will provide information that is relevant as it relates to leaves, stipends, evaluations, salary and benefits.

Outcomes/Deliverables
Attendees will have a basic understanding of how to read and understand contracts. The workshop will allow time for open discussion.

Mandated Child Reporting

Mandated Child Reporting
Target Audience: ALL
Length of Course: 4 Hours
Description: This workshop is provided for mandated reporters, in conjunction with California's Penal Code. It includes an overview of child abuse and neglect, elderly and dependent abuse and neglect, mandated reporting requirements and procedures, as well as other valuable resources.

Outcomes/Deliverables
Participants will gain an understanding of who are mandated reporters. Participants will also learn to determine what must be reported and how to report.

TECHNOLOGY

TECHNOLOGY MAKES THE WORLD A NEW PLACE

Microsoft Office Word

Target Audience: ALL
Length of Course: 4 Hours
Delivery: Self-paced web based/live
Description: Microsoft Word is the most commonly used word processing software program in the world. Most likely, you use it on your computer regularly, yet you may have never really learned how to use it properly. This workshop is aimed at helping you to feel more comfortable using Word by addressing some of its most common and useful functions. The goal is for you to be able to word process, save, print, and manage your files more efficiently.

Outcomes/Deliverables
Upon completion participants will be able navigate through creating word documents with more confidence and learn what several of those ignored buttons on the tool bar really do.

Microsoft Office Excel

Target Audience: ALL
Length of Course: 4 Hours
Delivery: Self-paced web based/Live
Description: Microsoft Excel is the standard spreadsheet application for both the business world and personal use. Excel is a powerful tool to build spreadsheets for organizing, visualizing, and calculating your data. This basic introduction to Excel is a precursor to follow up workshops to help you get a solid handle on how to make the power of Excel work for you.

Descriptions/Deliverables
Upon completion participants will learn the basics to Excel and have strong tools to build upon with follow up workshops for intermediate Excel.

Using Skype, CCC Confer & 3C Media

Target Audience: ALL
Length of Course: 1 Hour
Delivery: Live/ Webinar
Description: Looking for a way to meet online? Skype or CCC Confer lets you collaborate virtually through the web or desktop application. In this workshop, you will learn how to schedule, conduct, and record an online webinar or meeting using Skype or CCC Confer. Learn how to use 3C Media to share your CCC Confer recordings.

Introduction to Office 365

Target Audience: ALL
Length of Course: 1 Hour
Delivery: Live/ Webinar
Description: Microsoft Office 365 allows you to create an online office with Office Web Apps and cloud-based versions of Outlook, Word, Excel, PowerPoint, and OneNote. Learn how to access your online 365 account and quick tips to creating and sharing documents. Improve your productivity! Getting more out of your mobile devices

Delivery: Campus; Webinar - 1 hr.
Learn how to integrate email and office 365 applications with your mobile device to increase your productivity.

Making Digital Content Accessible

Target Audience: ALL
Length of Course: 1 Hour
Delivery: Live; Webinar
Description: Don't be intimated by the process of creating ADA compliant material. Bring a document and learn how easy it is to create an accessible word and PDF file. We'll look at how to use Word Styles effectively, create alternative text for pictures and objects, creating accessible tables, and using the accessibility checker.

Security Awareness: Staying safe in the Cloud

Target Audience: ALL
Length of Course: 1 Hour
Delivery: Live/Webinar
Description: Why is security awareness important? Find out the most effective way to keeping your computer and data safe and secure in the workplace.

CONTINUOUS IMPROVEMENT

THE LARGEST ROOM IN THE WORLD IS THE ROOM FOR IMPROVEMENT

Four Lenses

Target Audience: ALL
Length of Course: 2-4 Hours
Description: The 4 Lenses Assessment is a proven personality assessment which helps organizations build a solid understanding in the innate talent and potential of its individuals. The instrument was created from the research of the Myers Briggs Personality Type Indicator, as well as David Kersey's modifications to this instrument in his book, Please Understand Me. This instrument has been simplified to create a more enjoyable experience with longer lasting application retention.

Outcomes/Deliverables
Upon completion of the workshop individuals will be able to fill team deficiencies, practice a better communication styles based on personality types and build team cohesion. Certificate of participation will be awarded upon completion of course.

Customer Service

Target Audience: ALL
Length of Course: 2 Hours
Description: This short course is pact with powerful insight on what is required to offer world class customer service in a unique environment. It explores the different types of challenging customers and how to deal with them effectively while still providing 100% world class customer service.

Outcomes/Deliverables
Participants will learn how to interact with customer both internally and externally and how to sharpen your skills to effectively communicate with colleagues to create an environment where customer service starts internally as well as what it takes to provide 100% world class customer service with every interaction.

Interviewing Tips and Tricks

Target Audience: ALL
Length of Course: 4 Hours
Description: Your excellent resume got you an interview and now it's time to close the deal with a face to face meeting. Many people don't know how to prepare to have a professional conversation with hiring managers. This course will go over some common pitfalls many people make and how to mitigate them. Guess what?! ...You will even show you how to take control of an out of control interview. Many hiring managers have not been trained in the art of conducting interviews and you will learn how to take advantage of this scenario.

Deliverables/Outcomes
Upon completions attendees will learn how to control nerves and the interview. Attendees will leave with confidence and a list of common interview questions to help them study and prepare for their next or second interview.

5 Languages of Appreciation

Target Audience: ALL
Length of Course: 2 Hours
Description: Unfortunately, many workplaces today are characterized primarily by complaining, sarcasm, and an overall negativity. This leads to poor morale and increased frustration among employees and managers – and results in higher staff turnover and numerous negative behaviors. Fortunately, there are practical steps that can be taken to create a more positive work environment. Learning how to communicate authentic appreciation to colleagues (rather than "go through the motions" employee recognition) can make a huge difference. This fast-paced, high-energy humorous presentation will encourage you and give you the tools and resources to make a difference in your workplace.

Outcomes/Deliverables
Upon completion of this fun workshop participants will be able to build more positive relationships within their teams; reduce cynicism, sarcasm, and distrust among coworkers. Individuals will be able to increase their understanding of other's differences. Overall the training will create a more enjoyable work environment for management, staff, and students. A certificate of participation will be awarded upon completion.

Dealing with Difficult People

Target Audience: ALL
Length of Course: 8 Hours
Description: Anyone who can effectively deal with people and situations enjoys a real advantage in the workplace. Next time, be prepared. The program will explore what bugs you, who you are and why you respond the way you do, how to make changes stick and where to stand your ground along with when to walk away.

Outcomes/Deliverables
Upon completion participants will learn what to say and how to defuse volatile situations and bring out the best in people-no matter how difficult they are.

Leading Across Generations

Target Audience: Manager/Supervisor
Length of Course: 4 Hours
Description: Great leaders tap into the unique contributions of each generation and bridge generational gaps in the workplace.

This instructor-led leadership-development module gives leaders a profound understanding of the differences between generations. But great leaders don't just understand the differences, they also recognize the importance of putting those differences to work in finding more creative solutions to problems; fostering robust, productive dialog; and engaging team members in giving their highest and best contributions.

Outcomes/Deliverables
Upon completion participants will have an understanding of the specific differences between the four generations in today's workforce. Learn why the typical approaches no longer work with four generations in the workplace and what does. Discover how stereotyping hinders communication and engagement.

The EQ Factor: Emotional Intelligence

Target Audience: ALL
Length of Course: 4 Hours
Description: Emotional Intelligence matter. Whether you are aware of them or not, emotions are intertwined in everything you think, do and say each day on the job, in your career and throughout your life. Emotional Intelligence (EQ) is how you handle yourself and other on the job. Your EQ consists of four core skills: Self-Awareness, Self- Management, Social Awareness and Relationship Management.

Deliverables/Outcomes
Attendees will discover what EQ is and why it matters in the workplace. Attendees will have their awareness broaden of how the role of emotions at work plays a part in workplace harmony.

POLICY AND PROCEDURE

The District's Professional Learning and Organizational Effectiveness (PLOE) department is excited to partner with SBVC, CHC and EDCT in its effort to bring forth the best, most current and relevant professional development courses in order to strengthen and empower the staff of SBCCD. By empowering employees we in turn pass on the knowledge and skills to the students which are the core of SBBCD.

The SBCCD LEADers Catalog offers a comprehensive listing of all enrollment-eligible classes and workshops offered by the District's PLOE department and our training partners. The online PDF version is updated periodically to incorporate new or revised class types. The schedule of classes is available online via the SBCCD Human Resources link. The catalog will be updated quarterly.

All courses require a completion and submission of the Course Application which can be found in the catalog and on the SBBCD website. The District Course Application is specifically designed for courses offered through the District, all other courses offered via your local Professional Development representative requires a different and separate form which can be obtained from either the District, CHC or SBVC.

The catalog is a reference point for courses divided into various professional development areas. All courses are customizable in order to meet the needs of those who request training. The courses can be adjusted to fit time, target audience and location. Additional supplements can be found in the back of the catalog to help you plan and track your journey to professional development.

Please feel free to call the HR's PLOE Department with any questions or concerns at 382-4048.

How to register for class:
1. Complete Course Registration form
2. Contact PLOE in the HR department
3. Turn in form to the District via either email or hard copy
4. Participant will receive a confirmation of registration email

After receiving a final confirmation for registration supervisors will be notified of expected attendance of participants. Supervisors will be contacted in the event of no shows and course cancelations.

DISTRICT COURSE APPLICATION

Last Name:	First Name:	Date:	Department:	Work Location:
				District ☐ Annex ☐ CHC ☐ SBVC ☐

Job Title:	Status:	Classified ☐ Faculty ☐ Management ☐ Temp/Sub ☐

Course Title:	Course Begin Date:	Course End Date:	TOTAL HOURS:

Location of Training:	Prerequisites Courses:

Education Level: (Check Highest Completed Level of Education)

High School ☐	Some College ☐	Associates ☐
Bachelor ☐	Master ☐	Doctorate ☐

Expected Outcomes of Attending Class:	How will you implement this training into your daily work assignments/environment?

Participant's Signature:

_____

Date: _____/_____/_____

Supervisor's Signature:

Print: _____

_____

Date: _____/_____/_____

Additional Comments:

SBVC Professional Development Committee

The Professional & Organizational Department supports student success by creating and promoting opportunities for staff, faculty, and managers to build competencies that positively impact the diverse needs of our students and community.

Rania Hamdy, 384-8623

rhamdy@sbccd.cc.ca.us

CHC Professional Development Committee

The Professional Development Committee seeks to involve the entire campus in learning activities characteristic of the very best teaching and learning organizations. The Committee places the highest value on activities that help people to realize their individual and collective aspirations, raise the quality of their reflection and conversation, and hone their conceptualizations of the larger system in which their work is situated. In addition, the Committee actively seeks to help people to take advantage of learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college.

Dean Papas, 389-3341

cpapas@sbccd.cc.ca.us

Lynda: http://www.lynda.com/
To gain access to lynda.com, go to http://www.lynda.com/email-signup and enter your SBCCD email address. Once lynda.com verifies your email domain, you will receive an email from lynda.com prompting you to create a profile and password. Upon registering your profile, you can log in to http://www.lynda.com anytime and anywhere using your email address and password you created.

Learn Free: http://www.gcflearnfree.org/
Learn Free is a lot like Lynda and offer some of the same courses all for free. No registration is required.

ALISON: https://alison.com/
A free MOOC (Massive Open On-line Class). Courses are certified and peer reviewed. Courses are designed for specific fields and offer a certificate of completion for most courses.

American Management Association: http://www.amanet.org/
The website offers both free and paid trainings that can be gained through various avenues, e.g. webinar, podcast and live sessions.

Small Business Association (SBA): https://www.sba.gov/tools/sba-learning-center/search/training
The SBA offers free various courses geared toward entrepreneurs in the areas of financing, management and marketing.

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SBCCD takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

LEADers TRAINING MATRIX

COURSE CATAGORIES	COURSE TITLES	DATE COURSE COMPLETED	MANDATORY	ASPIRING LEADER TRACK	COMPLETE PROFESSIONAL TRACK	MANAGEMENT	CLASSIFIED	NOTES
Professional Development	7 Habits Of Highly Effective People				•			
	Business Writing Skills			•	•			
	Crucial Conversations			•	•			
	Mastering The Art Of Public Speaking			•	•			
	Time Management			•				
Progressive Discipline	Frisk				•			
	Beyond Frisk							
	Evaluations: The Write Way				•			
	Investigations/Interviews							
	Early Strategies To Imporve Performance				•			
	Performance Coaching		•	•	•			
Safety	Active Shooter							
	Fire Extinguisher Safety		•					
	Hazard Communication: Right To Understand		•					
	MINS IS 100 Incident Command System		•					
	NIMS IS-700		•					
Human Resources	Bargaining Agreements Made Simple							
	Diversity Awareness			•	•			
	Know Your Benefits							
	Leave Types							
	Management Orientation				•			
	Mandated Child Reporting							
	Perventing Workplace Violence							
	Sexual Harassment For Managers		•					
	Sexual Harassment For Staff		•					
	Title IX		•		•			
	EEO Committee Training							
	New Hire On Boarding							
	Worker's Compensation			•				
Technology	Introducaiton To Office 365							
	Making Digital Content Accessible			•				
	Microsoft Office Excel							
	Microsoft Office Power Point							
	Microsoft Office Word							
	Security Awareness			•				
	SARS							
	Datatel							
	Image Now							
	SKYPE, CCC Confer & 3C Media							
Continuous Improvement	4 Lenses							
	5 Languages Of Apreciation							
	Customer Service							
	Dealing With Difficult People							
	The EQ Factor: Emotional Intelligence							
	Interview Tips And Techniques				•			
	Leading Across Generations							
	Slideology: Effective Power Point Presentations							
	Moving From Employee To Supervisor							
	Contracts (Finance)							
	Accounts Payable							
	Cal Cards							
	Purchase Orders							
	Financial 2000							

Notes: _____

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2016 Calendar

January
Wk	Mo	Tu	We	Th	Fr	Sa	Su
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

February
Wk	Mo	Tu	We	Th	Fr	Sa	Su
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
9	29						

March
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9		1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30	31			

April
Wk	Mo	Tu	We	Th	Fr	Sa	Su
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

May
Wk	Mo	Tu	We	Th	Fr	Sa	Su
17							1
18	2	3	4	5	6	7	8
19	9	10	11	12	13	14	15
20	16	17	18	19	20	21	22
21	23	24	25	26	27	28	29
22	30	31					

June
Wk	Mo	Tu	We	Th	Fr	Sa	Su
22			1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30			

July
Wk	Mo	Tu	We	Th	Fr	Sa	Su
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

August
Wk	Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31				

September
Wk	Mo	Tu	We	Th	Fr	Sa	Su
35				1	2	3	4
36	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25
39	26	27	28	29	30		

October
Wk	Mo	Tu	We	Th	Fr	Sa	Su
39						1	2
40	3	4	5	6	7	8	9
41	10	11	12	13	14	15	16
42	17	18	19	20	21	22	23
43	24	25	26	27	28	29	30
44	31						

November
Wk	Mo	Tu	We	Th	Fr	Sa	Su
44		1	2	3	4	5	6
45	7	8	9	10	11	12	13
46	14	15	16	17	18	19	20
47	21	22	23	24	25	26	27
48	28	29	30				

December
Wk	Mo	Tu	We	Th	Fr	Sa	Su
48				1	2	3	4
49	5	6	7	8	9	10	11
50	12	13	14	15	16	17	18
51	19	20	21	22	23	24	25
52	26	27	28	29	30	31	