Onboarding@ SBCCD

A journey through workshops with your cohort! LEARNING.SHARING.CONNECTING.

Explore

Purpose of Year-long Onboarding:

- -To create a cohort model of on-boarding for new employees each academic year.

- -To foster a sense of community across SBCCD.

- -To ensure that new employees are receiving proper and continuous training.

Goal #1
Create a cohort model of on-boarding for new employees each year

What is a cohort model, and why should we use it?

"A cohort is a group of learners who share common learning experiences in order to build a stable, ongoing professional community. A cohort-based model, Fenning writes, results in a positive feeling toward the subject matter and learning becomes more meaningful. The social environment of a cohort is "the key to preventing isolation [on] the learning journey."

Michelle A. Maher, assistant professor of higher education and student affairs at the University of South Carolina (USC), cites a 1998 *Journal of Continuing Higher Education* article in which Katherine C. Reynolds and F. Ted Hebert note that strong emotional ties and "an increased sense of emotional support" are linked to "positive student outcomes including reduced attrition.

How do we address employees that are hired throughout the year?

We acknowledge that there are some recruitments that happen in the middle of the academic year. Those employees will join the current cohort and go through those workshops. When the next cohort starts in the following year, those employees will continue the workshops that they missed until their "on-boarding passport" is all filled in.

Goal #2
Create a stronger sense of community and foster leadership

It is important as new employees join SBCCD, they feel supported, encouraged and able to reach out to colleagues across the district. A cohort model allows new employees to feel part of a group, which in turn will help create a sense of belonging. In the long-term this will help with employee retention and allow SBCCD to grow leaders from within. Employees will also be interacting with other employees from different classifications so that they each begin to understand various roles throughout the district.

Onward+Upward

Is this leadership training?

At the end of the year-long program, employees will get a preview of what to expect at our "Chancellor's Leadership Academy". The Academy is a separate training program for employees that have been with the district for at least one year. Letting new employees know about this upcoming opportunity will demonstrate our commitment to continuous professional development.

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Goal #3
Ensure that new employees are receiving ongoing development

Proper training and professional development needs to occur on a regular and continuous basis. Ongoing professional development leads to higher employee engagement.

"How does professional development benefit my school? All schools should be places where both adults and students learn. Teachers, administrators & classified who routinely develop their own knowledge and skills model for students that learning is important and useful. Their ongoing development creates a culture of learning throughout the school and supports educators' efforts to engage students in learning"

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Program Evaluation

- Increased employee retention
- Higher employee satisfaction
- Improved employee engagement
- Employees moving into different positions within SBCCD

Structure of our Year-Long Onboarding Program

- Welcome Kit for new employees "travel kit"

- "passport booklet" all session schedules and a place to stamp

- Social events throughout the first year

- After the program has concluded we will check in with the cohort once per semester to gather them together and complete additional trainings

Welcome Kit!

YOUR JOURNEY STARTS HERE

Official Drexel University Online acceptance kit

Drexel University Online
3001 Market Street
Suite 300
Philadelphia, PA 19104

Drexel ONLINE

FIELD GUIDE

HERE BE DRAGONS

HOW TO CREATE THE BEST NEW EMPLOYEE WELCOME KIT

PUMELI.COM

BRAVE LEADERSHIP

KIMBERLY DAVIS

CORKCICLE CANTEEN

STANDARD ISSUE NOTE PAD No 11

DESIGNWORKS INK

WORK HARD BE NICE

McCREA'S CARAMELS
Dark Roasted Mocha

NET WT 1.4 OZ (40g)

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3-Day HR Session

Date- First 3 days as a new hire

Location: District office

Description: HR goes over mandatory paperwork, policies, etc

computer access/ technology training

Date- during first 3 days of HR session

Location: District

Description: This is the time when we are sure work stations are provided, passwords, access to needed systems and train on email functionality, remote access, etc

Get Connected!

Onward+ Upward

meet and greet!

Date- Friday- September 7

Location: District office

Description: We will gather for our first meeting and use it as an opportunity for new employees to hear a welcome from Chancellor Baron, Board of trustees and other leaders across the district.

our student population

Date- Friday- September 21

Location: District office

Description: This workshop will be presented by our district and campus researchers to go over our student demographics, success and retention rates and other relevant information. We will also discuss cultural competence, equity and inclusion.
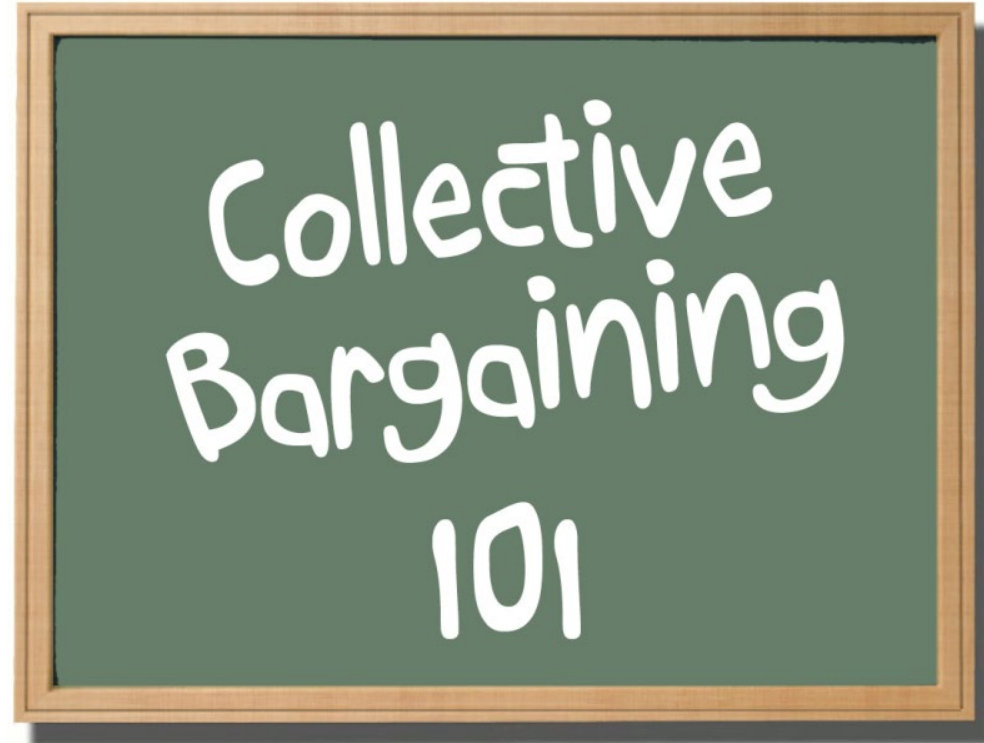

OUR STUDENTS OUR FUTURE

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CTA and CSEA

Date- Friday-October 5

Location: District office

Description: This workshop will be presented by our district and campus researchers to go over our student demographics, success and retention rates and other relevant information.

@ your campus!

Date- Friday- October 19

Location: At your respective campus- district employees can choose to go to either campus

Description: This day will be spent touring the campus with a guide and learning the history of your assigned campus

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now switch!

Date- Friday- October 26

Location: At the other campus- district employees will go to the other campus they did not tour

Description: Get a tour of our sister college- know where the other campus in our district is located and how to get around!

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Campus/District safety

Date- Friday- November 2

Location: At the district office

Description: Understand the role of district police, what to do in case of an emergency, and an active shooter situation.

Beyond books, what your campus library has to offer!

Date- Friday- November 16

Location: At your campus

Description: tour of your respective campus library to learn about the access students and staff have to multiple databases, and other library services

"Knowledge is more important than space."

– Edward Glaeser

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Dark in December

Event- Chancellor's Holiday Party and Campuses Holiday Gathering

Description: We will not have training during the month of December- there are many social events that happen around this time, including the two mentioned above, and employees will be encouraged to attend these festivities.

Academic Senate/ Classified Senate

Date- Friday- February 22

Location: At your campus

Description: Each Senate president will present and explain the purpose and functions of their respective Senates.

Collaboration is
multiplication.

John C. Maxwell

Onward+
Upward

Student Services

Date- Friday- February 22

Location: At your campus

Description: This workshop will go over each part of student services- a representative from each area will cover a section (ex- Counseling, Student Health Services, Admissions and Records, Financial Aid, etc.)

Marketing, Research & Planning, Grants, and Foundation

Date- Friday- March 2

Location: District Office

Description: This workshop will go over the campus and district functions of these areas, and how they work together for a common goal.

District Functions (Fiscal Services, HR, EDCT, and KVCR)

Date- Friday- March 29

Location: District Office

Description: This workshop will go over the campus and district functions of these areas, how they work with each campus to support their efforts.

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Teaching & Learning

Date- Friday- April 5

Location: District Office

Description: This workshop will focus on a learning strategy such as Growth Mindset, Strengths Training, etc.- the purpose is to give insight to the participants about the way we learn and how to maximize on our best qualities. – each attendee will be given a book about the chosen topic.

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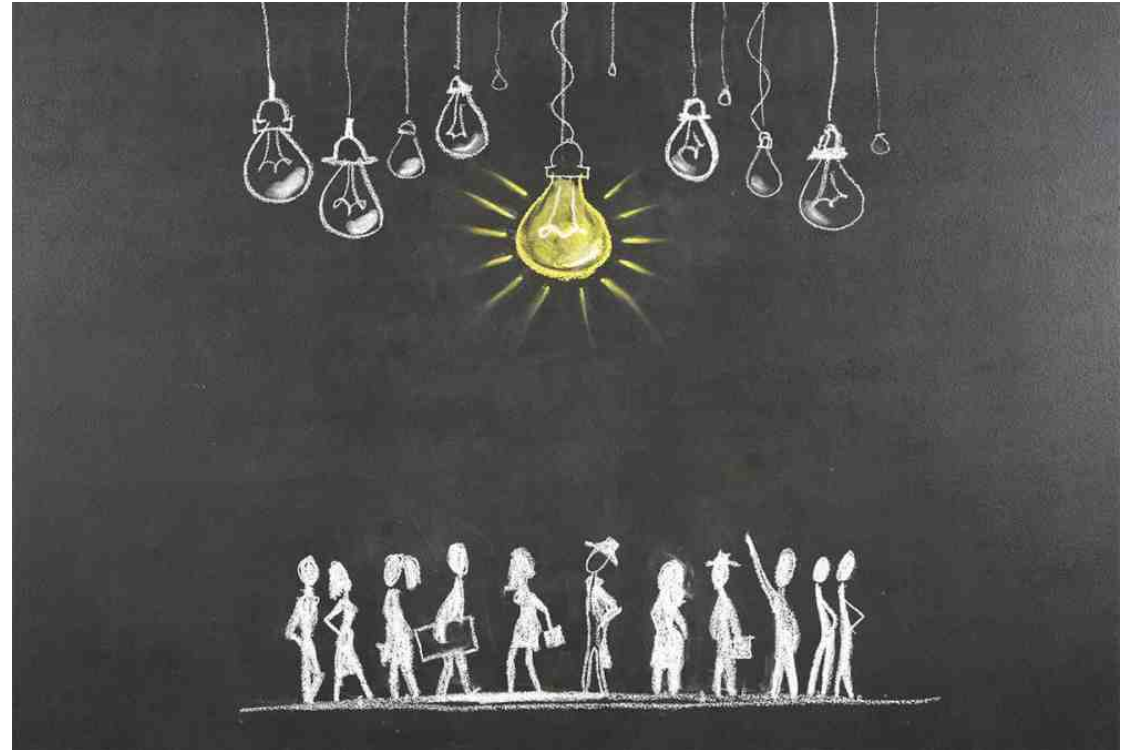
Celebration/ Wrap-up

Date- Friday- May 3

Location: District Office

Description: Concluding workshop. An opportunity to celebrate and cover anything that may have been missed!

Celebration

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THE **ONLY** WAY
TO DO
GREAT WORK
IS
TO LOVE
WHAT **YOU** DO

- STEVE JOBS -