

Districtwide Training Schedule

Fall 2026

VCCCD offers a variety of live, instructor-led trainings to support your professional growth, available in person and via Zoom or Teams. These districtwide trainings complement the professional development opportunities at your campus each semester. Professional development planning is a collaboration between you and your supervisor, so be sure to discuss your goals and get approval before enrolling. To register, select a training title below to access the registration page. Spaces may be limited, so sign up soon!

Training	Host	Audience	Date/Time	Location
<u>SEIU/District CBA Training for Supervisors and Managers</u>	Human Resources	Supervisors, Managers, and Administrators	Tuesday, Sept. 1 1:00 p.m. - 3:00 p.m.	Zoom
<u>Banner Finance Training</u>	Richard Hullum and Moorpark College	New and Existing Banner Finance Users	Friday, Sept. 11 9:00 a.m. - 12:00 p.m.	Moorpark College Library LL-121
<u>Banner Finance Training</u>	Richard Hullum and Ventura College	New and Existing Banner Finance Users	Monday, Sept. 14 9:00 a.m. - 12:00 p.m.	Ventura College MCW-342
<u>Banner Finance Training</u>	Richard Hullum and Oxnard College	New and Existing Banner Finance Users	Tuesday, Sept. 15 9:00 a.m. - 12:00 p.m.	Oxnard College OE-2
<u>Leadership and Management Basics</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Thursday, Sept. 17 9:00 a.m. - 3:30 p.m.	District Office Boardroom
<u>LCW Workshop Series: Workplace Investigations for Supervisors</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, Sept. 18 9:00 a.m. - 12:00 p.m.	Zoom
<u>EEO at VCCCD: Title 5 Equal Employment Opportunity (EEO) Training for Selection Committees</u>	Liebert Cassidy Whitmore	All Employees	Friday, Sept. 25 9:00 a.m. - 12:00 p.m.	Zoom
<u>Introduction to Mindfulness: Compassion Meditation for Navigating Conflict</u>	Wendy Saunders	All Employees	Friday, Oct. 2 12:00 p.m. - 1:30 p.m.	Zoom
<u>LCW Workshop Series: Exercising Your Management Rights</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, Oct. 2 9:00 a.m. - 12 p.m.	Zoom
<u>State of AI</u>	Trudi Radtke and Danielle Kaprelian	All Employees	Thursday, Oct. 8 2:00 p.m. - 2:30 pm	Zoom



Training	Host	Audience	Date/Time	Location
<u>Real Colors® Fundamentals Workshop</u>	Wendy Saunders and Rebeca Lopez	All Employees	Friday, Oct. 9 9:00 a.m. - 12:30 p.m.	District Office Boardroom
<u>Intro to Performance Management and the Classified Evaluation Process</u>	Wendy Saunders, John Forbes, and Jenine Daly	Supervisors, Managers, and Administrators	Friday, Oct. 23 9:00 a.m. - 3:30 p.m.	District Office Boardroom TBD
<u>Strengthening Emotional Intelligence</u>	Wendy Saunders	All Employees	Thursday, Oct. 29 1:00 p.m. - 4:00 p.m.	Oxnard College Library Learning Resource Center
<u>LCW Workshop Series: Managing Performance Through Evaluation</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, Nov. 6 9:00 a.m. - 12:00 p.m.	Zoom
<u>State of AI</u>	Trudi Radtke and Danielle Kaprelian	All Employees	Thursday, Nov. 12 2:00 p.m. - 2:30 p.m.	Zoom
<u>Guiding the Work of Others: Best Practices for Non-Supervisors</u>	Wendy Saunders	All Employees	Monday, Nov. 23 1:00 p.m. - 4:00 p.m.	District Office Boardroom
<u>Team Building and Development</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Thursday, Dec. 3 9:00 a.m. - 3:30 p.m.	District Office Boardroom
<u>LCW Workshop Series: Office Hours</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, Dec. 4 9:00 a.m. - 12:00 p.m.	Zoom
<u>State of AI</u>	Trudi Radtke and Danielle Kaprelian	All Employees	Thursday, Dec. 10 2:00 p.m. - 2:30 p.m.	Zoom
<u>Deans and Directors Institute</u>	Deans and Directors Institute Working Group	All Vice Presidents, Deans, and Directors	Monday, Dec. 14 8:30 a.m. - 4:00 p.m.	TBA



Districtwide Training Descriptions

Fall 2026

Banner Finance Training

A prerequisite for Banner Requisition Training, this session orients new users and refreshes existing ones on Banner Finance. Participants must verify their Banner responsibilities and FOAP access beforehand.

If you have questions about or are unable to attend the Banner Finance Trainings listed, please contact the Fiscal Services Supervisor at your location:

Moorpark College - Lisa Smith, lsmith@vcccd.edu

Oxnard College - Brenda Griego, bgriego@vcccd.edu

Ventura College - David Casas, dcasas@vcccd.edu

District Office - Richard Hullum, District Budget Director, rhullum@vcccd.edu

Deans and Directors Institute

This institute provides Deans and Directors an opportunity to collaborate across the colleges on key functions of their roles. Each session focuses on a new topic, with space for shared learning and discussion. Connect with colleagues across campuses to strengthen collaboration, communication, and effective practice.

EEO at VCCCD: Title 5 Equal Employment Opportunity (EEO) Training for Selection Committees

Required for all employees serving on classified interview panels or academic hiring committees. Review legal and regulatory framework, equity in hiring, address bias, creating fair, inclusive hiring criteria, avoiding discriminatory practices, and promoting a diverse workforce.

Guiding the Work of Others: Best Practices for Non-Supervisors

Are you responsible for training fellow classified professionals or faculty, coordinating schedules, and/or supporting student employees—all without being their official supervisor? Guiding the work of others without having formal supervisory authority is one of the most vital—yet delicate—roles in our District, requiring strong relationship-building, a climate of psychological safety, and clear and effective communication skills. In this introductory session, you will explore best practices for working effectively with others and helping guide their daily work toward shared campus or district office success.

Introduction to Mindfulness: Compassion Meditation for Navigating Conflict

In this workshop, you'll be introduced to compassion meditation and how this practice can be useful for navigating interpersonal conflicts. Compassion meditation provides an opportunity to reflect on our common humanity and on the ways we are dependent upon each other. This exploration will be tailored to our workplace environment and viewed through the lens of challenging relationships.

Introduction to Performance Management and the Classified Evaluation Process

In this training for supervisory staff, you'll explore the importance of continuous, year-round performance management using the C-E-I method of writing evaluation narratives. You'll distinguish between job skills, performance goals, and development goals and practice writing clear and measurable goals based on VCCCD performance management guidelines.

LCW Workshop Series: Workplace Investigations for Supervisors

(Formerly Disciplinary and Harassment Investigations: Who, What, When and How) This workshop will help you establish personnel management practices that not only protect you and your district, but that also contribute to a more positive and productive atmosphere in the workplace. In addition, we will provide the materials you'll need to create an "investigations binder" that documents every step of your investigative proceedings.

LCW Workshop Series: Exercising Your Management Rights

This introductory overview workshop identifies the rights of supervisors and managers with respect to employee associations/unions under the Educational Employment Relations Act. It also covers employee and union rights and responsibilities in relation to labor organizing and collective bargaining. The workshop discusses how to exercise management rights in ways that can improve their supervisory skills and preserve management rights.



LCW Workshop Series: Managing Performance Through Evaluation

This practical workshop is designed to help supervisors strike the delicate balance between their responsibility to uphold employment standards on the one hand and the employee's rights to fair warning and due process on the other.

LCW Workshop Series: Office Hours

A town hall-style session where supervisors and HR staff can ask employment, labor, and education law questions directly to legal experts.

Leadership & Management Basics

Explore core differences between leadership and management, engagement strategies in higher ed, and how to enhance communication and coaching skills through this highly interactive session.

Real Colors® Fundamentals Workshop

Discover your personality strengths using the Real Colors framework and learn to communicate more effectively, foster inclusion, and strengthen appreciation of the diverse traits of colleagues.

State of AI

Stay current on AI without the noise. Join Trudi Radtke and Danielle Kaprelian for State of AI, a monthly snapshot of the most relevant AI news, research, and deployment—and what it means for higher education. 15-minute update, plus 15 minutes of Q&A.

Strengthening Emotional Intelligence

Join this in-person training to strengthen an essential leadership skill: emotional intelligence (EQ). In this interactive workshop, you'll assess your own EQ, discover strategies for managing emotions with greater skill, and design a focused action plan to grow in one area of emotional intelligence. Prior to the session, you'll complete an EQ appraisal through TalentSmart—one of the most widely recognized EQ assessments worldwide.

Team Building & Development

Supervisors will explore characteristics of high-performing teams, trust-building strategies, and ways to foster a supportive, engaged team environment through this highly interactive training session.

Accessibility, First Amendment Rights, & Drupal

Accessibility is everyone's responsibility! Each VCCCD employee—including faculty, classified professionals, provisional employees, student workers, supervisors, and administrators—plays a role in ensuring that the emails and digital materials they create, such as Canvas courses, flyers, web pages, online forms, PDFs, and other documents, are accessible.

Effective April 26, 2027, ADA Title II regulations issued by the U.S. Department of Justice require public colleges to ensure that web content and mobile applications meet WCAG 2.1 Level AA accessibility standards.

To support employees in meeting these requirements, the [California Community Colleges Accessibility Center](#) offers a variety of live trainings and workshops, and self-paced courses, available at no cost to employees of the California Community Colleges System.

Stay tuned...a new VCCCD Fall Accessibility Workshop Schedule will also be released soon!

Understanding First Amendment Activity on Campus: A Guide for Faculty and Staff

This timely and informational video created by our VCCCD Police Department and featuring Officer Alex Mitchell at Ventura College shares examples and tips for appropriate responses.

Drupal User Training Learn the fundamentals of Drupal, the content management system used to update VCCCD websites. This training is intended for employees approved to manage their department web pages and will cover how to create and edit pages, upload photos and graphics, and apply best practices for web content and accessibility compliance. To gain access to the Drupal CMS, you must first complete a self-paced training program. To sign up, submit an IT [HelpDesk](#) ticket.

Questions about these trainings? Contact HRTraining@vcccd.edu

