

Districtwide Training Schedule

Fall 2025

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
Name that Section: Frequently Used Education Code and Title 5 Sections for Community College Districts	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators; HR Staff	Friday, September 5 9:00 a.m.–12:00 p.m.	Zoom
Advanced Microsoft Teams	Jon Gallagher	All Employees	Wednesday, Sept. 17 2:00–3:00 p.m.	Microsoft Teams
Introduction to Mindfulness for Stress Relief: Loving Kindness Meditation	Wendy Saunders	All Employees	Thursday, Sept. 18 1:00–2:00 p.m.	Zoom
Districtwide Title IX/SB493 and Trauma Informed Practices	Grand River Solutions	All Employees	Friday, Sept. 19 8:30 a.m.–4:30 p.m.	Moorpark College Campus Center (CC) Dining Hall
Banner Finance Training	Richard Hullum	New and Existing Banner Finance Users	Friday, Sept. 19 9:00 a.m.–12:00 p.m.	Moorpark College, LL-121
Banner Finance Training	Richard Hullum	New and Existing Banner Finance Users	Monday, Sept. 22 9:00 a.m.–12:00 p.m.	Ventura College ELC/Testing Center
Banner Finance Training	Richard Hullum	New and Existing Banner Finance Users	Tuesday, Sept. 25 9:00 a.m.–12:00 p.m.	Oxnard College, CH342
Title V Equal Employment Opportunity (EEO) Training for Selection Committees	Liebert Cassidy Whitmore	All Employees	Friday, Sept. 26 9:00 a.m.–12:00 p.m.	Zoom
Learning the Language: How to Craft AI Prompts for Desired Results	Danielle Kaprelian and Trudi Radtke	All Employees	Monday, Sept. 22 2:00 p.m.–3:00 p.m.	Zoom
Banner Requisition Training	Purchasing Team	Banner Finance Users	Wed., October 1 8:30 a.m.–12:00 p.m.	District Office Training Room A
Accessibility Basics for Digital Content: Email Communications	Nate Streeper	All Employees	Wed., October 1 2:00–3:00 p.m.	Zoom



Training	Host	Audience	Date/Time	Location
<u>Real Colors® Fundamentals Workshop</u>	Wendy Saunders and Rebeca Lopez	All Employees	Friday, October 3 9:00 a.m.–12:30 p.m.	District Office Boardroom
<u>An Employment Relations Primer for Community College District Administrators and Supervisors</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, October 10 9:00 a.m.–12:00 p.m.	Zoom
<u>Excel Training Series: Exploring Practical Examples</u>	Richard Hullum	All Employees	Wednesday, Oct. 22 1:30–3:00 p.m.	Zoom
<u>Leadership & Management Basics</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Thursday, Oct. 23 9:00 a.m.–3:30 p.m.	District Office Boardroom
<u>Accessibility Basics for Digital Content: Getting to Know PDFs</u>	Shirley Ruiz	All Employees	Friday, Oct. 24 10:30 a.m.–12:00 p.m.	Zoom
<u>Basic FRISK®</u>	Atkinson, Andelson, Loya, Ruud & Romo	Supervisors, Managers, and Administrators	Thursday, Nov. 6 8:30 a.m.–11:30 a.m.	District Office Boardroom
<u>FRISK® Communication and Advanced FRISK®</u>	Atkinson, Andelson, Loya, Ruud & Romo	Supervisors, Managers, and Administrators	Thursday, Nov. 6 12:30–4:30 p.m.	District Office Boardroom
<u>Office Hours</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators; HR Staff	Friday, November 14 9:00 a.m.–12:00 p.m.	Zoom
<u>Strengthening Emotional Intelligence</u>	Wendy Saunders	All Employees	Wednesday, Nov. 26 9:00 a.m.–12:00 p.m.	District Office Boardroom
<u>Introduction to Performance Management and the Classified Evaluation Process</u>	John Forbes, Scott Pilch, and Wendy Saunders	Supervisors, Managers, and Administrators	Friday, November 21 9:00 a.m.–3:30 p.m.	District Office Boardroom
<u>Team Building and Development</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Friday, December 5 9:00 a.m.–3:30 p.m.	District Office Boardroom
<u>Understanding Employee Leaves: Guidance for Supervisory Staff</u>	Human Resources	Supervisors, Managers, and Administrators	Thursday, Dec. 11 2:00 p.m.–3:00 p.m.	Zoom
<u>Prevention and Control of Absenteeism and Abuse of Leave</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, December 19 9:00 a.m.–12:00 p.m.	Zoom

Additional trainings may be added to this schedule as the semester progresses!



Districtwide Training Descriptions

Fall 2025

Accessibility Basics for Digital Content

Learn about an important new districtwide initiative to ensure that “digital content” is accessible to all. You’ll learn the basics of accessibility for writing work emails, Word documents, PDFs, and more!

Advanced Microsoft Teams

Learn to manage Teams efficiently, including private channels, call queues, voicemail settings, AI notetaker issues, and call delegation. Includes approximately 15 minutes of Q&A.

Banner Finance Training

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

Banner Requisition Training

For Banner Finance users who have already completed introductory Banner Finance Training, have Banner Finance access, and need to learn how to enter requisitions into Banner.

Learning the Language: How to Craft AI Prompts for Desired Results

Develop techniques to create AI prompts that produce specific desired outcomes. Participants will gain insights into the inner workings of AI language models to generate targeted AI responses.

Equity-Mindedness and Faculty Hiring Workshop

Designed for faculty hiring committee members, this workshop with Dr. Román Liera explores equity in hiring, addressing bias, and creating fair, inclusive hiring criteria.

Excel Training Series

Build your Excel skills with a Zoom series. Each session covers different topics with 45 minutes of instruction and 15 minutes of Q&A. Attend one or all!

FRISK® Training

Supervisors will train the FRISK® model for documenting below-standard employee performance, with practical examples and guidance by law firm Atkinson, Andelson, Loya, Ruud & Romo (AALRR).

Introduction to Mindfulness for Stress Relief

Discover mindfulness and meditation techniques to manage stress, improve focus, and support better sleep in this engaging workshop.

Introduction to Performance Management and the Classified Evaluation Process

Supervisors will learn strategies for year-round performance management, setting measurable goals, and writing strong evaluation narratives through this highly interactive training session.

LCW Workshop Series

In partnership with law firm Liebert Cassidy Whitmore (LCW), this virtual series provides critical insights to supervisors and managers for navigating employee relations, legal responsibilities, and performance documentation, with guidance grounded in employment and education law.



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.

Strengthening Emotional Intelligence

Complete a scientifically validated assessment and receive a snapshot of your emotional intelligence (EQ). Participants will learn personalized strategies to strengthen their EQ skills.

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.

Title IX/SB493 and Trauma Informed Practices

Learn state and federal compliance updates with a focus on trauma-informed practices critical essential to ensuring safe, fair, and equitable responses to sexual harassment or misconduct.

Title V Equal Employment Opportunity (EEO) Training for Selection Committees

Required for all serving on interview panels or hiring committee. Covers legal requirements, equity in hiring, bias awareness, fair criteria, practices to avoid discrimination and promote diverse workforce.

Understanding Employee Leaves: Guidance for Supervisory Staff

The HR team will guide supervisory staff through the processes and responsibilities when employees request leaves of absence, covering eligibility, documentation, timelines, and supporting their teams while maintaining compliance with district policies and state and federal regulations. Q&A included.

VCCCD Distance Education (DE) Summit

A districtwide online summit featuring expert insights on authentic teaching, academic integrity, and resilience. Includes a keynote presentation.

Wellness Benefits Beyond Healthcare with Burnham

SISC healthcare members (Anthem/Kaiser) can learn about additional wellness benefits available beyond standard medical care in this virtual session with Burnham.

For questions about Banner Finance, Chrome River, PCards, or Travel – or to request access – 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

View the [**Training and Organizational Development Guide for Academic Year 2025-2026**](#)—a new resource bringing an array of districtwide training and development opportunities into one place for the year ahead. This guide is designed as a year-round reference to support continuous learning and professional growth for all employees.

For more information or questions about these trainings, contact HRTraining@vcccd.edu

