

Districtwide Training Schedule Winter/Spring 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
<u>Accessibility Basics for Digital Content</u>	DCPDC	Classified Employees	Thursday, Feb. 6 12:30–4:00 p.m.	District Office Boardroom
<u>Equity-Mindedness and Faculty Hiring</u>	Dr. Román Liera	Faculty, Managers, and Administrators	Friday, Feb. 7 9:00 a.m.–12:00 p.m. or 1:00–4:00 p.m.	District Office Boardroom
<u>Exercising Your Management Rights</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, Feb. 7 9:00 a.m.–12:00 p.m.	Zoom
<u>Banner Finance Training</u>	Richard Hullum	New and Existing Banner Finance Users	Wednesday, Feb. 26 9:00 a.m.–12:00 p.m.	Oxnard College, OE2
<u>Wellness Benefits Beyond Healthcare</u>	Burnham Benefits	All SISC Healthcare Plan Members	Wednesday, Feb. 26 2:00–3:00 p.m.	Zoom
<u>Excel Training Series: Basic Excel Knowledge</u>	Richard Hullum	All Employees	Thursday, Feb. 27 2:30–3:30 p.m.	Zoom
<u>Banner Finance Training</u>	Richard Hullum	New and Existing Banner Finance Users	Monday, March 3 9:00 a.m.–12:00 p.m.	Moorpark College, LL-121
<u>Banner Finance Training</u>	Richard Hullum	New and Existing Banner Finance Users	Tuesday, March 4 9:00 a.m.–12:00 p.m.	Ventura College English Learning Center/Testing Center
<u>Banner Requisition Training</u>	DAC Purchasing	Banner Finance Users	Wednesday, March 5 8:30 a.m.–12:00 p.m.	District Office Training Room A
<u>VCCCD Distance Education (DE) Summit: Authenticity, Integrity, Resilience</u>	DEETAC	All Employees	Friday, March 7 8:30 a.m.–4:00 p.m.	Zoom
<u>Workplace Bullying: A Growing Concern</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, March 7 9:00 a.m.–12:00 p.m.	Zoom



Training	Host	Audience	Date/Time	Location
<u>Advanced Zoom AI</u>	Jon Gallagher	All Employees	Wednesday, March 12 2:00–3:00 p.m.	Zoom
<u>Real Colors® Fundamentals Workshop</u>	Wendy Saunders and Rebeca Lopez	All Employees	Friday, March 14 9:00 a.m.–12:30 p.m.	District Office Boardroom
<u>Introduction to Mindfulness for Stress Relief</u>	Wendy Saunders	All Employees	Wednesday, March 19 2:00–3:00 p.m.	Zoom
<u>Leadership & Management Basics</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Thursday, March 20 9:00 a.m.–3:30 p.m.	District Office Boardroom
<u>Excel Training Series: Formulas and Functions</u>	Richard Hullum	All Employees	Thursday, March 27 2:00–3:00 p.m.	Zoom
<u>Advanced Microsoft Teams</u>	Jon Gallagher	All Employees	Wednesday, April 9 2:00–3:00 p.m.	Microsoft Teams
<u>Introduction to Box Breathing to Relieve Anxiety</u>	Wendy Saunders	All Employees	Thursday, April 17 1:00–2:00 p.m.	Zoom
<u>Introduction to Performance Management and the Classified Evaluation Process</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Thursday, April 24 9:00 a.m.–3:30 p.m.	District Office Boardroom
<u>Managing Performance through Evaluation</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators	Friday, April 25 9:00 a.m.–12:00 p.m.	Zoom
<u>Excel Training Series: Pivot Tables</u>	Richard Hullum	All Employees	Wednesday, April 30 2:00–3:00 p.m.	Zoom
<u>Office Hours</u>	Liebert Cassidy Whitmore	Supervisors, Managers, and Administrators; HR Staff	Friday, May 9 9:00 a.m.–12:00 p.m.	Zoom
<u>Team Building and Development</u>	Wendy Saunders	Supervisors, Managers, and Administrators	Thursday, May 29 9:00 a.m.–3:30 p.m.	District Office Boardroom

If you have questions about or are unable to attend the Banner Finance Trainings listed above, 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



COMMUNITY COLLEGES
OF VENTURA COUNTY
Human Resources

Districtwide Training Descriptions

Winter/Spring 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.

Advanced Zoom AI

Explore AI-powered Zoom tools like meeting summaries, tagged recordings, AI chat, and an AI whiteboard, plus upcoming storage restrictions. 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 the Banner Finance system. Participants must verify their Banner responsibilities and FOAP access beforehand. Sessions are held at each campus.

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.

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 this three-part Zoom series. Each session covers different topics with 45 minutes of instruction and 15 minutes of Q&A. Attend one or all three!

Introduction to Box Breathing to Relieve Anxiety

Learn box breathing, the technique Navy SEALs use to reduce anxiety and cultivate greater focus and calm during stressful situations in this interactive workshop.

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 Series Workshop: Exercising your Management Rights

An overview of supervisors' rights under labor laws, including managing employee relations and union interactions, with practical strategies for leadership.

LCW Series Workshop: Managing Performance through Evaluation

Learn how to uphold employment standards while ensuring fairness and due process in performance evaluations.

LCW Series Workshop: Office Hours

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

LCW Series Workshop: Workplace Bullying: A Growing Concern

Supervisors will learn how to recognize, address, and prevent workplace bullying while maintaining a professional and respectful work environment.

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.

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.

VCCCD Distance Education (DE) Summit

A districtwide online summit featuring expert insights on authentic teaching, academic integrity, and resilience. Includes a keynote by Flower Darby, author of *Small Teaching Online: Applying Learning Science in Online Classes*.

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.

Questions about these trainings? Contact HRTraining@vccd.edu

