Staff Development Training List

The District offers a wide variety of staff development programs to build job skills, professional development and career advancement. Staff development related to diversity and cultural competency is provided in a variety of formats. The District in collaboration with the EEO Diversity Advisory Council and all Collective Bargaining agreements for diversity and cultural competency training. A District-level position of Director of Compliance, Training and Employee relations was created in 2017-2018, to plan, develop, coordinate District-wide mandated and elective training for all levels of staff development with a special focus on diversity and inclusion. The District allocated funding to support training needs and programs are provided in a variety of formats such as classroom training, webinars, online self-paced training, workshops, and speaker series at both college campus on bi-monthly basis since 2018. A few programs to highlight offered over the 2018/19 year:

**Diversity Uncovered**
Diversity Uncovered is an interactive introduction to implicit bias, microaggressions, stereotypes, and inclusion. This training is designed to take seasoned Administrators, Faculty, Supervisors, and Classified Staff on a journey to develop a common language to identify and address challenges related to prejudice and unconscious discrimination in their workplace. This engaging and flexible training style is suitable for all staff regardless of prior diversity, equity and inclusion training. Click here to learn more about our learning partner CircleUp Education: [https://www.circleuped.org/](https://www.circleuped.org/)

**Race and Ethnicity: Let’s talk about it**
Description: Communicating about race is challenging and full of fears and trepidations; therefore, we must start by acknowledging that these are uncomfortable and sensitive topics that can get in the way of constructive and productive dialogue. It is also important to create a safe and trusting environment for these critical conversations and learning to happen with the understanding that this is a journey and not a one-time, fix-it process. The essence of a real conversation is that people feel able to express how they really feel, what they really think, and are interested to hear what others feel and think. The session will begin with the acknowledgement of why this is difficult with some specific recommendations and strategies for addressing the difficulty. A discussion on agreements that set the tone for a race dialogue will be a crucial way to start the process, e.g., stay engaged, speak your truth, experience and lean into discomfort and accept non-closure. The essence of the session is through the power of personal stories. The facilitator will work with and coach a panel of WVMCCD’s community members who represent different race and ethnic backgrounds to tell their stories. Though not prescriptive, the stories will be guided by a set of questions and topics as catalysts for the panel’s consideration. The next phase of the session will include participant small group discussions on reactions and learning from their colleagues’ personal stories.
Communication across gender differences:
Description. Men and women are “hard wired” differently, hence their unique behaviors based on gender roles have the potential to result in misunderstanding and frustration. Learning about the “unnoticed rules” each gender culture uses to define appropriate adult behavior leads to self-awareness and introspection. It provides an opportunity to improve team communication between men and women instead of placing the blame on what you may not comprehend about the other gender. Concise and clear communication among staff and faculty will enhance the synergies across all groups throughout the institution. Technology has brought about an added challenge to communication. While increasing our abilities to communicate instantly with large groups of people, it is devoid of emotions and communication subtleties such as body language and voice intonation. Therefore, it is advantageous to learn and understand how the other gender communicates.

To prepare our Administrators and Supervisors for the ever changing complexities of managing and supervising our faculty, staff and students, the District provides an annual suite of advance programs in collaboration with our legal counsel (Liebert Cassidy Whitmore) and the Bay Area Consortium of Community Colleges that is specific to Employee Relations.

Dean’s Summit:
Program Description: The Bay Area CCD Employment Relations Consortium is continuing with the summit-style training series. These trainings recognize and facilitate the interdisciplinary collaboration necessary to implement today’s complex legal obligations. In this full-day summit, we will provide deans – whether new or veteran – with a toolkit of legal principles and operational strategies for effective management of employees. The summit will touch on several areas which impact a dean’s day-to-day management duties, including labor relations, discipline, evaluation, and use of temporary employees. Participants will have the opportunity to discuss and analyze challenging management issues with other participants and the presenter.

Name that Section: Frequently Used Education Code and Title 5 Sections for CCD
Program Description: The Education Code and Title 5 of the California Code of Regulations present daily challenges to managers, supervisors and HR professionals of community colleges. This workshop will be a survey into many of the more common (and perhaps less common) sections/topics present at West Valley Mission Community College including tenure review process, classified employee probationary periods, administrator contracts, the Title 5 process for responding to a discrimination complaint, classified and academic leaves of absence provisions, the 67% law, Title 5 issues regarding recruitment, records retention, proper use of short term, substitute and limited term classified employees, benefits of part-time employees, proper use of criminal records, and student records.
Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment
Program Description: This practical workshop, designed for all levels of management, provides guidance on structuring personnel policies and practices as well as managing day-to-day interactions to prevent unlawful harassment. Fully meets requirements of AB 1825 and AB 2053.

Safety Summit
Program Description: The Bay Area CCD Employment Relations Consortium summit-style training series recognize and facilitate the interdisciplinary collaboration necessary to implement complex legal obligations and provide the campus community with a safe place to learn and work. In this day-long summit, your administrators from across the institution, including academic affairs, student discipline, student health services, human resources, facilities, risk management, DSPS, campus safety & police, athletics, and Title IX Coordinators, are invited to join together to discuss the legal obligations of responding to campus safety concerns, without simultaneously violating the rights of accused parties, victims, students, employees, and employee organizations. Together in this training, we will develop creative solutions for multifaceted scenarios that touch on these issues.

Exercising Your Management Rights
Program Description: This introductory overview workshop identifies the rights of supervisors and managers with respect to employee associations/unions and show them how to exercise those rights in ways that can improve their management skills and preserve management rights.

Managing the Marginal Employee/Accommodating Bad Behavior Summit
Program Description: This summit continues the Bay Area CCD Employment Relations Consortium’s summit-style trainings that were initiated in 2016. These summits take an interdisciplinary approach to issues which impact management employees. This summit will provide administrators, supervisors, and managers from across the institution with tools to address performance, supervision, and discipline of employees who require specific skills and strategies to manage – marginal and disabled employees. These tools will be provided through interactive exercises and lively discussion.

Creating a Culture of Respect
Program Description: This workshop was developed to address some of the issues surrounding diversity and its impact on the workplace. This session will cover subjects including; creating a culture of respect; confronting prejudice; managing differences; and understanding the power of diversity.

The District also offers an Employee Assistance Program (EAP) that provides services and referrals on a spectrum of subject areas including but not limited to relationships, family concern, substance abuse, stress, wellness and legal and financial concerns. In conjunction with the EAP, HR partners with various College departments to provide training that are beneficial to work/life balance.