BEST

Project Plan

Training Integration LEAP Solution Team:
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S. Hernandez, A. Marenco

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Executive Summary

"BEST" is the integrated solution for **B**usiness, **E**mployee and **S**tudent **T**raining. Through research, listening and responding to customer needs, it was determined that College of the Canyons was poised to leverage existing resources, craft a fresh approach and offer an integrated training solution to the target market.

Business Problem:

Various training vehicles on campus work independently of each other or appear to result in redundancy and a less efficient use of resources supporting these efforts.

Solution:

The vision is to connect the training vehicles on campus through coordination, communication and collaboration in an effort to expand access and enhance the impact for members of the college and our community.

Mission Statement

The mission of **"BEST"** is to connect the training vehicles on campus through the formation of a cross-functional leadership team and the implementation of an integrated user-friendly website with easy navigation. These mechanisms will enhance existing connections and increase transparency, communication and collaboration, and help to maximize resource efficiency.

Project Objectives

- Develop an implementation plan for the **"BEST"** initiative
- Design an inclusive one-stop shop website
- Develop a model structure for a cross-functional leadership team

Project Summary

The Training Integration LEAP Solution Team determined a two-phased approach would help effectively achieve the proposed solution. Phase I of the project is from March through May 2010; with a smooth transition to Phase II upon approval of the recommended solution. Phase II is from June through December 2010. The Training Integration LEAP Solution Team would like to remain engaged with the project, if possible. Both phases are summarized below:

Phase I:

Milestone	Due Date
Analysis of Business Problem	March/April 2010
Strategy Formulation	April 2010
Business /Project Plan	May 2010
Solution Presentation	May 2010

Phase II:

Milestone	Due Date
Decision on Solution	June 2010
Solution Modification, *if required*	June 2010
Hand-off Meeting - Phase I to Phase II	July 2010
Formation of Training Leadership Team	July 2010
Kick-off Meeting	July 2010
Integrated Website Feasibility Meeting	July 2010
Create Marketing Plan	August 2010
Execute Interim Promotional Activities	September 2010
New Training Portal Launch	September 2010
Training Leadership Team Meeting	September 2010
Training Leadership Team Meeting	December 2010

The vision is to help facilitate taking training to the next level through **"BEST"** and the Training Leadership Team. It's an opportunity to meet the needs of internal and external customers through an integrated solution. The solution will exhibit transparency, flexible resources and ease of use from a customer perspective. Customers will know there is one source **("BEST")** to meet their training needs.

Locations and Facilities

Training courses are offered at College of the Canyons, including the Dr. Dianne G. Van Hook University Center, Valencia Campus and Canyon Country Campus located in the Santa Clarita Valley. Selected courses are available at other locations through the Small Business Development Center in the San Fernando Valley, the Antelope Valley and Calabasas.

Services and Pricing

The service offering includes hundreds of training courses in 508 Compliance, Business Skills, Computer Software, Curriculum, Health and Safety, Interpersonal Relations, Leisure, Mentoring, SLO/Assessment/Program Review, Student Success Skills and Teaching Skills. Selected events and Lecture Series are also featured as training opportunities at College of the Canyons throughout the year.

The pricing for courses offered to businesses and other community members varies. There is no cost for internal customers of College of the Canyons.

Training Resources

Training resources include over 100 instructors with a wealth of knowledge and expertise in their respective subject areas. The instructors are employees in various departments on campus, where many perform instructor services along with other job duties.

Phase II will address the potential impact on the District by analyzing existing resources for opportunities to increase operational efficiencies.

Market Analysis Summary

The training market is an ever changing landscape with the enhancement of learning through technology and the ability to offer low cost options.   As time continues to become a more valuable resource, students will have a strong desire to maximize the opportunity to learn and expand their skill base with easy to absorb content at a reasonable price. Flexibility in the course content, course duration and time of the course offering are critical elements.

The majority of training offerings in the market today are live instructor courses, but there is a positive growth trend in online course options.

Online course options will become more prevalent as the demographics of the target market shifts with the exit of Baby Boomers from the job market into retirement. Training solutions will adjust to the demographics of the new target market.

The **"BEST"** integrated solution for **B**usiness, **E**mployee and **S**tudent **T**raining is poised to compete in this market. A core element in achieving success with the target market is recognizing the drivers in course flexibility, i.e., content, duration, time of course and cost. Customers will have the opportunity to select from online courses and live instructor courses that meet their needs based on the identified drivers.

The Competition

Competitors include direct and indirect training resources with live instructor and online options for students. There are no perceived competitors at College of the Canyons for internal customers through the FLEX training options and other professional development courses. Many competitors exist for external customers that are primarily business and other community members.

Strategy and Implementation

The **"BEST"** strategy is to change the mindset of the target market, so the expectation is one source to meet training needs with flexible options. College of the Canyons will be the preferred provider with increased traffic to the new training portal.

A comprehensive marketing plan will be fully developed in Phase II through the assistance of the Small Business Development Center. The target market will include internal and external customer segments. Promotion efforts will be detailed in the comprehensive marketing plan. The intent is to help drive interest and build momentum in demand for the new training portal, as one source for meeting training needs.

Promotion

The interim promotion will be a series of email blasts with upcoming training portal features and benefits. The blasts will be created in Constant Contact for a crisp and professional appearance.

The integrated training website will allow those in need of training to go to one location and search for training by type of training or by their role. People interested in a specific type of training can subscribe to a list serve that will enable them to receive email updates about schedules and updates with regard to this type of training. The website will also allow them to register for one or many classes.

The marketing plan will address other promotional activities.

Management Summary

The role of the Training Leadership Team is to leverage existing resources, build cross-functional relationships, share common interests and work towards common goals to provide flexible training solutions.

Representatives on the team will include the Vice President of Human Resources, Dean of Early Childhood Education and Training Programs, Director of Professional Development, Professional Development Committees (Administrative Development, Classified Development and Faculty Development), Institute of Teaching and Learning (Associate Program), Small Business Development Center, Employee Training Institute and Faculty Mentoring Programs (Synergy and Faculty Mentors).

Quarterly meetings are planned, unless there is a need for increased frequency.

Financial Analysis

The financial analysis for Phase I is premature as the primary target market is internal customers. As brand recognition occurs with **"BEST"** in Phase II, the financial analysis will be required to properly project revenue generation opportunities and associated costs. Non-financial benefits will also be addressed in Phase II.

Appendix

Research Questions:

1. What resources does this program have?

2. Who is your target market/audience?

3. What accessibility is there for those outside of your target market/audience?

4. Where does your funding come from?

5. Who do you report to?

6. What are the topics you focus your training efforts on?

Campus-wide Training Integration Project

Training Program	Traing Lead Person	Lead Person Reports to	Target Market/Audience	Funding Source
ETI	K. Houser	B. Getzan	SCV Businesses(Mfg Target)	Attendee Fees
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Cougar Mentor Program	Kristianne Toledo		COC - First Year Students	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
EOPS-Care	Pamela Brogdon-Wynne	M. Wilding	At Risk COC Students(Program Qualified)	State Chancellors Office
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Associate Program	Victoria Leonard	M. Capet	Adjunct Faculty Only	District - Under Diane Stewart
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
ITL - Course Length Workshops	Ron Dreiling	D. Stewart	Full time and Adjunct Faculty, COC students, Community Members	District - Instruction
ITL - Course Length Workshops	Ron Dreiling	D. Stewart	Full time and Adjunct Faculty, COC students, Community Members	District - Instruction
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Synergy Program	Christina Chung	D. Fiero	New Faculty, Faculty in Tenure Process	Volunteer Labor, Professional Development - Nominal Expenses
ITL - Course Length Workshops	Ron Dreiling	D. Stewart	Full time and Adjunct Faculty, COC students, Community Members	District - Instruction
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Faculty Mentor Program	Leslie Carr	D. Fiero	COC Faculty, COC Staff and Administrators	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
ITL	Ron Dreiling	D. Stewart	Full time and Adjunct Faculty	District - Instruction
ITL	Ron Dreiling	D. Stewart	Full time and Adjunct Faculty	District - Instruction
ITL	Ron Dreiling	D. Stewart	Full time and Adjunct Faculty	District - Instruction

Campus-wide Training Integration Project

Training Program	Traing Lead Person	Lead Person Reports to	Target Market/Audience	Funding Source
ITL - Course Length Workshops	Ron Dreiling	D. Stewart	Full time and Adjunct Faculty, COC students, Community Members	District - Instruction
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Faculty Mentor Program	Leslie Carr	D. Fiero	COC Faculty, COC Staff and Administrators	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Faculty Mentor Program	Leslie Carr	D. Fiero	COC Faculty, COC Staff and Administrators	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Faculty Mentor Program	Leslie Carr	D. Fiero	COC Faculty, COC Staff and Administrators	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
ITL - Course Length Workshops	Ron Dreiling	D. Stewart	Full time and Adjunct Faculty, COC students, Community Members	District - Instruction
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District

Campus-wide Training Integration Project

Training Program	Traing Lead Person	Lead Person Reports to	Target Market/Audience	Funding Source
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Synergy Program	Christina Chung	D. Fiero	New Faculty, Faculty in Tenure Process	Volunteer Labor, Professional Development - Nominal Expenses
Synergy Program	Christina Chung	D. Fiero	New Faculty, Faculty in Tenure Process	Volunteer Labor, Professional Development - Nominal Expenses
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Synergy Program	Christina Chung	D. Fiero	New Faculty, Faculty in Tenure Process	Volunteer Labor, Professional Development - Nominal Expenses
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Faculty Mentor Program	Leslie Carr	D. Fiero	COC Faculty, COC Staff and Administrators	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District

Campus-wide Training Integration Project

Training Program	Traing Lead Person	Lead Person Reports to	Target Market/Audience	Funding Source
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Synergy Program	Christina Chung	D. Fiero	New Faculty, Faculty in Tenure Process	Volunteer Labor, Professional Development - Nominal Expenses
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Faculty Mentor Program	Leslie Carr	D. Fiero	COC Faculty, COC Staff and Administrators	District
Associate Program	Victoria Leonard	M. Capet	Adjunct Faculty Only	District - Under Diane Stewart
Faculty Mentor Program	Leslie Carr	D. Fiero	COC Faculty, COC Staff and Administrators	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
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Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District
Professional Development	Leslie Carr	D. Fiero	SCCD Employees	District

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
ETI	APICS Fundamentals
ETI	Blueprint Reading
ETI	Business Writing Skills
Professional Development	CA Interior Design Certification Requirements Workshop
ETI	CNC Machining
ETI	Consortium Topics - Customized by Client
ETI	Electrical Troubleshooting
SBDC	Essential Steps for Writing a Business Plan Part 1 and 2
SBDC	ETI2go - Achieving Top Search Engine Positions(Online Course)
SBDC	ETI2go - Business Law for the Small Business Owner(Online Course)
SBDC	ETI2go - Effective Selling(Online Course)
ETI	ETI2go - Online Courses
SBDC	ETI2go - Online Courses
SBDC	ETI2go - Performing Payroll in QuickBooks 2009(Online Course)
ETI	Fundamentals of Lean
ETI	Geometric Dimensioning and Tolerancing
SBDC	Grow Your Business with Effective Marketing
ETI	Hazmat Training
SBDC	How to Successfully Start Your New Business
SBDC	How to Write a Useful Business Plan
ETI	Hydraulics
ETI	Inspection Techniques
Professional Development	Leadership is an Attitude. If you want to do something, you'll find a way.
ETI	Leadership Skills for Administrative Assistants
ETI	Lean Manufacturing
ETI	Mastercam
Professional Development	Pofilometer/AFM/SEM Microscope Training

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
SBDC	QuickBooks Level 1
SBDC	QuickBooks Level 2
SBDC	QuickBooks Point of Sale
ETI	Six Sigma
ETI	SolidWorks
SBDC	The Power of Email Marketing
ETI	Welding
SBDC	Effective Social Networking
SBDC	Next Level Strategic Planning
Professional Development	Anti-Harassment Training
Professional Development	Budget Management Using Datatel
Professional Development	CANCELLED - Academic Program Review/Planning & Budget Development Training
Professional Development	CANCELLED - Decision-Making at the State and Local Levels
Professional Development	CCCConfer
Professional Development	CCCConfer/Advanced Section 508
Professional Development	COC's New Honors Program
Professional Development	Conferences Outside Working Hours (12 hr max)
Professional Development	Customizing Field Sequences in Datatel
Professional Development	Datatel with Budget, Fiscal and Payroll
Professional Development	Department Chair Institute: Session #1 - Hands On- PR and Budget
Professional Development	Department Retreat (Spring)
Professional Development	Dept. Chair Institute #2: Hands On- Scheduling
Professional Development	Dept. Chair Institute #3: Load Issues
Professional Development	Dept. Chair Institute #4: Conflict Resolution
Professional Development	Dept. Chair Institute #5: Topic TBA
Professional Development	Dept. Chair Institute #6: Topic TBA
Professional Development	Dept. Chair Institute Gen. Planning & Info Meeting
Professional Development	Dept. Chair Panel on Organizing SLO Outcomes
Professional Development	Employee Recognition and Motivation
Professional Development	Faculty Development Committee Retreat
Professional Development	Fall Department Retreat
Professional Development	First-Year Experience Program
Professional Development	FLEX Exchange
Professional Development	Get to Know Your MAC

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
Professional Development	HITE Projects (1 hr ea/5 max yr)
Professional Development	Institutional Research Board Training (4 hrs. Basic/2 hrs. Refresher)
Professional Development	Intro to Reading Apprenticeship: A Workshop for Calif Comm. College Faculty
Professional Development	Introduction to oer.canyons Online Repository
Professional Development	LEAP Ahead - Session #1 - Generating Resources for Your Program
Professional Development	LEAP Ahead - Session #2
Professional Development	LEAP Ahead - Session #3 - Understanding Yourself using DiSC
Professional Development	LEAP Ahead - Session #4 - Time Management
Professional Development	Looking Up Classroom Usage in Datatel
Professional Development	Management 101- ADMINISTRATORS ONLY
Professional Development	Management 101- CLASSIFIED STAFF ONLY
Professional Development	Math 140 Statistics Meeting
Professional Development	Math Curriculum Meeting
Professional Development	Navigating Datatel
Professional Development	New Employee Orientation
Professional Development	New Faculty Mentor Program
Professional Development	Non-credit Faculty Mentor Program
Professional Development	Online Faculty Mentor Program
Professional Development	Online Library Resource
Professional Development	Paperless Purchasing
Professional Development	Publisher-Led Training (4 hrs. max/year)
Professional Development	Q&A with the SCCCD Board of Trustees
Professional Development	Query Building in Datatel
Professional Development	Re-Entry Mentor Program
Professional Development	Review of the AFT (Adjunct Faculty) Contract
Professional Development	Review of the COCFA (Fulltime Faculty) Contract
Professional Development	Review of the CSEA (Classified) Contract
Professional Development	Service
Professional Development	Session #1A: Understanding Generational Differences & How To Navigate Chan
Professional Development	Session #1B: How Earthquakes Happen and What To Do When One Hits
Professional Development	Session #1C: Run a Smart Race: Eat Healthy and Stay Healthy!
Professional Development	Session #2A: Exceptional Emails and Learning to Write for Res
Professional Development	Session #2B: The Secrets to Exceptional Customer Service
Professional Development	Session #2C: Learn How to Network and Get Involved in Your Community
Professional Development	Skills4Success: Clickers: An Interactive Technology For The Classroom
Professional Development	Skills4Success: Learning Styles and Our Classrooms - CANCELLED!
Professional Development	Skills4Success: Memory, Learning, and How the Brain Works
Professional Development	The Role of International Education Community College

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
Professional Development	Understanding the Administrative Contract
Professional Development	Understanding the Relationship Between Budget and Facilities
Professional Development	Bridging the Gap - Hart District Meeting
Professional Development	Coffee on the Side- Hands On: American Deaf Culture, History and Education
Professional Development	Coffee on the Side w/Andrew Jones-Cathcart: Who am I?
Professional Development	Coffee on the Side w/Rick Howe: Warning Signs of Depression in the Student
Professional Development	Coffee on the Side w/Sab Matsumoto: The Tragic Birth of a Glorious Idea
Professional Development	Coffee on the Side: Sociology of the Rock Band U2
Professional Development	Coffee on the Side: The History of Women's Rights
Professional Development	Coffee on the Side: Wonders of Marine Biology
Professional Development	Discussion: Where Are We Now with Virtual Worlds and Second Life?
Professional Development	Dr. Martha Kanter Event
Professional Development	Gallery Exhibition: Beyond the Image
Professional Development	Library Associates Trip: Tesoro Adobe
Professional Development	Life After Life Exhibit: A Conversation With the Artists
Professional Development	Life After Life Exhibit: Poetry Reading/Conversation
Professional Development	Scholarly Presentation by Kelly Cude
Professional Development	Sustainable Development Presentation: Local Ecological Issues
Professional Development	"The Ghost Train" Film and Discussion
Professional Development	Artist Lecture: Patrick Morrison
Professional Development	Artist Lecture: Robert Glenn Ketchum
Professional Development	BMW Seminar: "How We Did It!"
Professional Development	BMW Seminar: "The Myth of Cardio & Fat Loss"
Professional Development	BMW Seminar: "The Slow Down Diet"
Professional Development	Body-Mind-Wellness: Fitness Made Easy
Professional Development	Body-Mind-Wellness: Healthy Eating on the Run
Professional Development	Body-Mind-Wellness: Mindfulness Meditation
Professional Development	Body-Mind-Wellness: Our Bodies: A Love Story
Professional Development	Body-Mind-Wellness: Sleep for Success
Professional Development	Body-Mind-Wellness: The Female Body Breakthrough
Professional Development	Body-Mind-Wellness: The Voices in Your Head
Professional Development	Books & Ideas - The Angel Maker by Stefan Brijs.
Professional Development	Books & Ideas: Five Quarters of the Orange
Professional Development	Books & Ideas: The Brief Wondrous Life of Oscar Woo
Professional Development	Books and Ideas: Loving Frank, by Nancy Horan
Professional Development	Books and Ideas: People of the Book, by Geraldine Brooks
Professional Development	Books and Ideas: The Women: A Novel, by T.C. Boyle
Professional Development	CANCELLED - L.A. Architecture in the Movies
Professional Development	COC Opera "Rappaccini's Daughter"
Professional Development	Family Fun Film: Ratatouille
Professional Development	Family Fun Film: Totoro
Professional Development	Film & Discussion: The Color of Olives

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
Professional Development	Film and Panel Discussion: "Beauty Mark"
Professional Development	Film Festival: If…
Professional Development	Film Festival: I've Loved You So Long
Professional Development	Film Festival: La Lengua de las mariposas
Professional Development	Film Festival: Not One Less
Professional Development	Film Festival: Oleanna
Professional Development	Film Festival: Small Change
Professional Development	Film Festival: Spring, Summer, Fall, Winter…and Spring
Professional Development	Film Festival: The Hurt Locker
Professional Development	Film Festival: The Visitor
Professional Development	Film Festival: Zero for Conduct
Professional Development	Film: "El Tren Fantasma"
Professional Development	Friday Film: Butterfly Tongues
Professional Development	Friday Film: Let The Right One In
Professional Development	Friday Film: Waltz With Bashir
Professional Development	Friday Night Film: Mafioso
Professional Development	Fun Things to Do in Southern California for Little or No Cost
Professional Development	Gardens of the Canyons
Professional Development	History Presentation: The Civil War
Professional Development	How to Claim Cash and Valuable Merchandise - CANCELLED!
Professional Development	If I Could Choose All Over Again – A Philosopher Reflects on Choice
Professional Development	Int'l Film Festival: Carmen
Professional Development	Int'l Film Festival: Departures
Professional Development	Int'l Film Festival: Karmen Gei
Professional Development	Introduction to iTunes (Canyon Country Campus)
Professional Development	Jack Oakie Scholorship Film
Professional Development	JPL Astronomy Presentation: "Results of the Phoenix Mission (to Mars)"
Professional Development	Native American Art and Basket Weaving - CANCELLED
Professional Development	New Hope in the 40 Year Fight Against Cancer
Professional Development	Personal Safety/Self Defense Series
Professional Development	The Psychology of Grief
Professional Development	The Psychology of Love
Professional Development	Walk a Mile In My Shoes
Professional Development	"I Did Not Plagiarize": Promoting & Sustaining a Culture of Academic Honest
Professional Development	Adult Career Pathways
Professional Development	Career Services Resume Workshop
Cougar Mentor Program	Cougar Mentor Program
Professional Development	Mentor Program for Re-Entry Students
EOPS-Care	Motivation
Professional Development	My Math Lab
Professional Development	MyCanyons

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
EOPS-Care	Retention
EOPS-Care	Self responsibility
Professional Development	Ladder & Stairway Safety Awareness Training
Professional Development	Ladder & Stairway Safety Training
Professional Development	Light Search and Rescue Training
Professional Development	Mail Merge Using Word
ETI	ACCESS
Professional Development	Achieving Financial Success
Professional Development	Adobe Photoshop - Part 1 of 3
Professional Development	Adobe Photoshop - Part 2 of 3
Professional Development	Adobe Photoshop - Part 3 of 3
ETI	Advanced Negotiation Skills
Professional Development	Advanced Podcasting and Vodcasting
Professional Development	American Red Cross CPR
Professional Development	American Red Cross CPR Review and Challenge Course
Professional Development	American Red Cross First Aid
ETI	Beginning and Advanced Excel
Professional Development	Beginning Microsoft ACCESS - Part 1 of 3
Professional Development	Beginning Microsoft ACCESS - Part 2 of 3
Professional Development	Beginning Microsoft ACCESS - Part 3 of 3
Professional Development	Beginning Web Design Using FrontPage
Professional Development	CANCELLED - Office Templates and Forms
Professional Development	CANCELLED - Productive Conversations
ETI	CATIA
ETI	Command Spanish for Specific Industries
ETI	Command Spanish for Supervisors
ETI	Conflict Management
Professional Development	Conflict Resolution
ETI	Customer Service Academy
Professional Development	Dreamweaver Training
ETI	English as a Second Language
SBDC	ETI2go - Web 2.0 Blogs, Wikis and Podcasts(Online Course)
ETI	Finance for the Non-financial Manager
Professional Development	Giving Effective Feedback
Professional Development	How to Achieve a Work/Life Balance and Be Well
Professional Development	Illustrator
ETI	Leadership
Professional Development	LinkedIn Workshop
Professional Development	Microsoft Office Training CDs (2 hrs per CD)
Professional Development	Noise & Hearling Loss Protection Training
Professional Development	Nursing CPR Recertification
Professional Development	Office OneNote

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
Professional Development	On Course - Part 1 of 2
Professional Development	On Course - Part 2 of 2
Professional Development	Outlook Basics (Canyon Country Campus)
Professional Development	Outlook Calendaring
Professional Development	Outlook Email Management
Professional Development	Productive Conversations
Professional Development	Safety Training: Machine Guarding and Hand/Power Tool Safety
Professional Development	Safety Training: Office/Classroom Ergonomics Awareness
Professional Development	Safety Training: Personal Protective Equipment
Professional Development	Safety Training: Slips, Trips and Falls
Professional Development	Seeking Opportunity in Uncertain Markets
Professional Development	Successful Project Management - Tips, Tools & Templates
ETI	Supervisory Skills
Professional Development	Surveys - How to Develop and Use Them - CANCELLED
Professional Development	Team Excellence
Professional Development	The Generational Struggle Inside our Workplaces
Professional Development	The History of California Community Colleges
Professional Development	Time Management
Professional Development	Web Design Using FrontPage
Professional Development	Work/Life Balance and Effective Goal Setting
Professional Development	Working With the Elderly (Online Training)
Professional Development	Writing for Results
Professional Development	You Can Be A Leader! Discover Your Leadership Strengths
Professional Development	Math Ideas
Professional Development	Creating Messages that Stick
Professional Development	Critical Thinking
Professional Development	Excel - Part 1 of 3
Professional Development	Excel - Part 2 of 3
Professional Development	Excel - Part 3 of 3
Professional Development	Facilitating Difficult Conversations
Professional Development	Finding and Using Podcasts in iTunes
Professional Development	Finding Online Educational Resources
Professional Development	Fire Prevention and Holiday Safety
Professional Development	for Results
Professional Development	Get to Know Your PC
Professional Development	How to Avoid Pesky Spyware
Professional Development	How to Organize & Backup Your Computer Files
Professional Development	How to Run an Effective Meeting
Professional Development	How to Write a Business Plan
Professional Development	Introduction to Podcasting and Vodcasting
Professional Development	Learning to Avoid Pesky Spyware
Professional Development	Nano Characterization Instruments Workshop
Professional Development	A Closer Look at COC Students
Professional Development	Academic Program Review & Planning Training
Professional Development	Academic Program Review/Planning & Budget Training

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
Professional Development	Adjunct Evaluation (3 per eval/6 max yr)
Professional Development	Admissions & Records 101
Professional Development	Adv Section 508: Accessibility in Online Courses
Professional Development	Advanced Blackboard
Professional Development	Advanced Section 508 Website Accesibility (Online)
Professional Development	Advanced Section 508 Website Accessibility - (On-ground AND thru CCCConfer)
Professional Development	Advanced Section 508: Accessibility in Online Courses
Associate Program	Advanced Teaching Workshop(18 Hours)
Professional Development	Assessing Program Student Learning Outcomes (SLOs)
Professional Development	Basics of Media Editing in Online Courses
Professional Development	Behavioral Intervention Team
Professional Development	BIT - Behavioral Intervention Team Training
Professional Development	Blackboard – Part 1 of 3
Professional Development	Blackboard - Part 1 of 3 (ONLINE)
Professional Development	Blackboard - Part 2 of 3
Professional Development	Blackboard - Part 2 of 3 (ONLINE)
Professional Development	Blackboard - Part 3 of 3
Professional Development	Blackboard - Part 3 of 3 (ONLINE)
Professional Development	CANCELLED - Finding and Using Educational Resources for Online Courses
ITL - Course Length Workshops	Case Studies in College Teaching(36 Hours=2 Units)
ITL - Course Length Workshops	Classroom Observation(18 Hours)
Professional Development	Classroom Safety
Synergy Program	Collective Energy and Creativity
ITL - Course Length Workshops	Community Colledge Education(36 Hours)
Professional Development	Community College Education (Through ITL)
Professional Development	Community College Funding 101
Professional Development	Contribute Your Academic Content to the oer.canyons Online Repository
Faculty Mentor Program	Cultural Diversity
Professional Development	Distance Learning Drop-In
Professional Development	EDU 106: Intro to Online Teaching & Learning
Professional Development	EDU 106: Introduction to Online Teaching and Learning – ONLINE course
ITL	EDUC 101 Fundamentals of Teaching(2 Units)
ITL	EDUC 106 Intro to Online Teaching&Learning(2 Units)
ITL	EDUC 107 Intermediate Online Teaching&Lear(2 Units)

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
ITL - Course Length Workshops	Educational Technology(1 Unit) *In Transition*
Professional Development	Emerging Technology Cleanroom Training
Professional Development	English 071 Orientation
Professional Development	English 081 Orientation
Professional Development	English 091 Meeting
Professional Development	English 091 Orientation
Professional Development	English 101 Orientation
Professional Development	Expanding Access: The Case for Open Educational Resources
Professional Development	Film Festival: The Class
Professional Development	Finding and Using Educational Resources for Online Courses
Professional Development	Finding Online Educational Resources for your Course
Professional Development	Friday Afternoon with the Professor
Professional Development	History Series Presentations
Professional Development	How to Create a Classroom Community
Professional Development	How to Prevent and Address Student Conduct Violations
Faculty Mentor Program	Human Resources
Professional Development	Improving Test Items
Professional Development	Individual Computer Tutoring (3 max/yr)
Professional Development	Individual SLO Training (3 max/yr)
Professional Development	Individual Web Page Tutoring (2 max/yr)
Professional Development	Individual/Group Projects
Faculty Mentor Program	Institutional Effectiveness
Professional Development	Introduction to oer.canyons Online Repository
Professional Development	Introduction to oer.canyons Online Repository
Professional Development	ITL's Classroom Analysis Projects (CAPs) Program
Faculty Mentor Program	Leadership
Professional Development	Learning Styles and Our Classrooms
Professional Development	Math Ideas: Numerical Methods for Multivariate Integrals
ITL - Course Length Workshops	Microteaching(36 Hours)
Professional Development	New Features of Blackboard Version 8
Professional Development	Producing Online Academic Content for your Course
Professional Development	Producing Online Academic Content for your Course
Professional Development	Promoting Academic Integrity in Online Courses Roundtable
Professional Development	Promoting Academic Integrity in the Online Classroom
Professional Development	Reading Apprenticeship Series: Final Word
Professional Development	Reading Apprenticeship Series: Talking to the Text and Reading Strategies

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
Professional Development	Reading Apprenticeship Series: TBA
Synergy Program	Reciprocal Values and Vision
Synergy Program	Responsive Leadership
Professional Development	Schedule Builder
Professional Development	SDC: FLOW Movie Showing and Discussion
Professional Development	Second Life (Virtual World) Training - Session 1
Professional Development	Second Life (Virtual World) Training - Session 2
Professional Development	Second Life (Virtual World) Training - Session 3
Professional Development	Second Life (Virtual World) Training - Session 3
Professional Development	Second Life Exploration
Professional Development	Section 508 Website Accessibility
Professional Development	Section 508 Website Accessibility
Professional Development	Section 508 Website Accessibility
Professional Development	Section 508 Website Accessibility (Online)
Synergy Program	Shared Personal Practices
Professional Development	SLO Workshop
Professional Development	SLO Workshop - PE
Professional Development	SLO Workshop (Individual Presentation)
Professional Development	Sociology Lecture Series: "Condors and Us"
Professional Development	Sociology Lecture Series: "Fat Talk & Thin Ideals - Society's Role in Body
Professional Development	Sociology Lecture Series: "The Challenges of Single Motherhood"
Professional Development	Sociology Lecture Series: The Valley Rescue Mission
Professional Development	Student Learning Outcome FAQ Session
Professional Development	Student Learning Outcomes Online Workshop
Professional Development	Student Success Skills Symposium
Faculty Mentor Program	Student Support
Professional Development	Summer Institute: Advanced Podcasting and Vodcasting
Professional Development	Summer Institute: Basics of Media Editing for Online Courses
Professional Development	Summer Institute: Blackboard 2
Professional Development	Summer Institute: Blackboard 3
Professional Development	Summer Institute: Blackboard I
Professional Development	Summer Institute: CCCConfer
Professional Development	Summer Institute: Clickers & How to Use Them
Professional Development	Summer Institute: Datatel Basics
Professional Development	Summer Institute: Distance Learning Drop-In
Professional Development	Summer Institute: How to Organize & Backup Your Computer Files

Campus-wide Training Integration Project

Training Program	Course Title/ Topic
Professional Development	Summer Institute: How to use iTunes
Professional Development	Summer Institute: Intro to Podcasting and Vodcasting
Professional Development	Summer Institute: Learning to Avoid Pesky Spyware
Professional Development	Summer Institute: MicroGrade
Professional Development	Summer Institute: Microsoft WORD '07 - Part 1 of 3
Professional Development	Summer Institute: Microsoft WORD '07 - Part 2 of 3
Professional Development	Summer Institute: Microsoft word '07 - Part 3 of 3
Professional Development	Summer Institute: Office '07 ONE NOTE
Professional Development	Supplemental Instruction
Professional Development	Supplemental Instruction
Synergy Program	Supportive Environment
Professional Development	Synergy #1
Professional Development	Synergy #2
Professional Development	Synergy #3
Professional Development	Synergy #4
Professional Development	Synergy #5
Professional Development	Synergy #6
Professional Development	Synergy #7
Professional Development	Synergy #8
Professional Development	Synergy Session #1
Professional Development	Synergy Session #3
Professional Development	SYNERGY Workshop
Professional Development	Teaching an Honors Class at COC
Faculty Mentor Program	Teaching and Learning
Associate Program	Teaching Skills Workshop(18 Hours)
Faculty Mentor Program	Technological Advancement
Professional Development	The Conflicted Teacher: Ethical Tension in the Modern Classroom
Professional Development	The Curriculum Revision Process
Professional Development	WEB CMS-Supplementary Information Form Training
Professional Development	What Do Students Want and Need from a Teacher, and How Can We Provide It?
Professional Development	What You (and Your Students) Need to Know About the H1N1 Virus (Swine Flu)
Professional Development	Writing Program SLOs and Aligning Program and Course Level SLOs
Professional Development	Building Collegial Relationships
Professional Development	How to Create Online Forms

Training Integration LEAP Solution Team:
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The *BEST* plan
for
*B*usiness, *E*mployee & *S*tudent Training

Outsider

Top Reasons
Training is not Sexy

- **It Can Be Hard to Find**
- **It Can Be Clumsy**
- **Inexperience Can Be Problematic**
- **Bad Experiences Can Have Lasting Negative Impacts**

Vision

- **Connection**
- **Coordination**
- **Communication**
- **Collaboration**

Mission

- **Formation of a cross-functional leadership team (Training Leadership Team)**

- **Implementation of an integrated, user-friendly website with easy navigation**

- **Increase transparency and maximize resources**

Why Integration Makes Sense... "So What?"

- **Many disparate organizations in a chaotic set of structures**

- **Many, many opportunities advertised and communicated via snail mail, email, voicemail** 🔊

- **"Your mailbox has exceeded its limit."**

- **Disparate Organizations → BEST**

The BEST Strategy

- **Training Leadership Team**

- **Integrated Searchable Entity created by Collaboration and Sharing of resources by Professional Development Leaders across Campus**

Good…but not yet BEST
Current Training Vehicles

- **Professional Development Committees**
  - **Administrative Development**
  - **Classified Development**
  - **Faculty Development**
- **Institute of Teaching and Learning**
  - **Associate Program**
- **Skills 4 Success**
- **Small Business Development Center**
- **Employee Training Institute**
- **Faculty Mentoring Programs**
  - **Synergy**
  - **Faculty Mentors**

Syn

FM

AD

CD

FD

PROFESSIONAL DEVELOPMENT

ETI
EMPLOYEE TRAINING INSTITUTE

BEST

COLLEGE OF THE CANYONS
ASSOCIATE PROGRAM

CALIFORNIA
SBDC
Los Angeles Regional Network

KTL COLLEGE OF THE CANYONS
INSTITUTE OF TEACHING & LEARNING

Skills for Success
COLLEGE OF THE CANYONS
S4S

The BEST Solution

- **Training Leadership Team**
- **Regular Meetings (4 / Year)**
- **Sharing Common Interests**
  - **Identify Training Overlap, Share Calendars, Cost Efficiencies**
- **Brainstorm Future Collaborations**

"I Need Training"…

- **What is available?**
- **How can I customize the communication I receive about training?**
- **How Can I Register?**
- **Look…an Integrated Website!**

Website

Bringing Sexy Back

- **Easy Access**

- **Many Pleasurable Training Experiences to Choose From**

- **One can Register for Multiple Pleasurable Experiences at One Time**

- **Can Sample a Variety of Experiences**

When you think of Training at College of the Canyons, think BEST!