



# HUMAN RESOURCES DEPARTMENT

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## EMPLOYMENT AND PROFESSIONAL DEVELOPMENT OFFICE



### Training & Workshops

Core Training workshops offer employees the opportunity to acquire and augment the core competencies required within classifications and job families. Development of these basic competencies will assist the employee to excel in their careers with SDCCD. Employees may participate in Core Training workshops whether or not they are participating in an Academy program.

Core competencies workshops will be available for all key areas such as Business Services, Human Resources, Student Services, Instructional Services and Facilities. Some examples of Core Training include:

- Accounting Systems
- Conducting Employee Performance Evaluations
- Customer Service
- Discipline & Due Process
- Diversity in the Workplace
- Grant-writing
- Payroll Considerations & Timekeeper Responsibilities
- Screening Committee Responsibilities

Target Training workshops are developed in consultation with the manager or supervisor in response to a specific need or interest as well as to enable employees to correct deficiencies or meet basic requirements of the job.

Mandated Training is presented in response to the District's compliance requirements with Federal, State or District and includes Sexual Harassment Prevention Training, or OSHA required training for Facilities employees.

For more information regarding Training & Workshops please complete the [Training Request Form](#) and send in to the Employment & Professional Development Office.