



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Classified Professionals PD Program Catalog

Please review the courses below to build your Individual Professional Development Plan in consideration of The CORE FOUR (Essential Skill, Engagement Skills, Leadership Skills, and Workforce Skills).

Developing Your Emotional Intelligence

Online

Course Description:

Emotional intelligence can help you build effective relationships at work. Executive coach and organizational psychologist Gemma Roberts explains what emotional intelligence is and why it's important. LinkedIn Learning (Lynda.com) is a PMI Registered Education Provider. This course qualifies for professional development units (PDUs). The training will help you become more self-aware so that you can identify triggers that may hijack your performance. She also helps you align your intentions and your impact so that you can build strong and collaborative relationships.

PD Credits: 1 hour

Creating Your Play List (Self-Talk for Self-Care)

On Ground

Course Description:

This workshop will guide participants through the effects of rumination (replaying unproductive thoughts). We will explore tools to employ a self-care regimen (Creating a healthy soundtrack) that helps to break the negative feedback loop imposed on our psyche by rumination, in order to reset and get us back to being able do our best work, and to being our best selves. Participants will walk away from the workshop with a personal self-care playlist, and the team will create a soundtrack that will be posted in a visible location as a reminder of the collective soundtrack that your team will operate from.

PD Credits: 1.5 hours

Difficult People: Can't Change Them, So Change Yourself

Online

It would be easy to say that to deal with difficult people you should be tolerant and accept people's differences. This sounds nice, and might work in the short term, but if you are working with people you find difficult and you expect to be working with them for some period of time – you are better off learning how to respond and relate to them. The approach you use depends on the person, the situation, and your willingness to build and blend skills as needed. Dealing with difficult people requires that you first learn how to manage yourself with them. This means being self-aware and practicing self-management. It also means tuning into the feelings and emotions of others, however difficult it might be. When you know what triggers you and how you typically react, you can build skills to help make your interactions with others more productive. This is emotional intelligence, and if you build this capacity, you will be able to deal more effectively with many difficulties in life (including other people)!

PD Credits: 1 Hours



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Optimizing Your Work/Life Balance: Taking Control of Your Stress	Online
<p>In 'Occupational Stress,' Stephen Palmer wrote 'Stress is the psychological, physiological and behavioral response by an individual when they perceive a lack of equilibrium between the demands placed upon them and their ability to meet those demands, which, over a period of time, leads to ill-health.' Are you constantly adding items to your to-do list and it seems like your list never shrinks? Are you feeling overwhelmed at work and at home? Are you afraid that stress is starting to negatively impact your health and relationships? Stress is produced by your own feelings and reactions to certain external events, rather than by the events themselves. And while you may not always be able to control the external events that are causing you stress, you can control your reactions to them and how you handle them. This course will explain how the signs and symptoms of stress could be of physiological, behavioral, and psychological nature and where these stresses can come from. This course reviews strategies for coping with stress and avoiding burnout. The course also covers how you can positively change your responses to stress once you are able to recognize how you respond to stressful situations. Relaxation techniques such as breathing and mediation are also covered. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.</p> <p><u>PD Credits:</u> .5 Hours</p>	
Inclusive Leadership	Online
<p>Course Description: Join global workforce management expert Dr. Shirley Davis as she shares how to create and lead an organization that leverages the diverse talents of all contributors. Dr. Davis reveals the benefits of inclusive leadership, including the positive impacts it can have on employee engagement, innovation, and creativity. She then outlines a best practice framework for developing inclusive leaders in an organization, and shares tips for avoiding common leadership pitfalls. Upon wrapping up this course, you'll be equipped with practical strategies you can use to cultivate a more inclusive workforce.</p> <p><u>PD Credits:</u> 1 hour</p>	
Leading Without Formal Authority	On Ground and Online
<p>Course Description: Leadership isn't just a skill for managers. Demonstrating leadership is important for employees at every level of an organization. There are opportunities to lead every day, whether you hold a formal leadership position or not. In this course we outline how individual contributors can exhibit leadership by influencing, inspiring, sponsoring, and motivating others. They also help you overcome unique challenges such as how to communicate when you think your boss or team is headed in the wrong direction.</p> <p><u>PD Credits:</u> 1 hour</p>	



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Stretching for Success	On Ground
<u>Course Description:</u> Stretching for Success: Becoming flexible in our thinking as a tool to enhance our ability to adapt and manage change, increase our range of service, and strengthen our work relationships. <u>PD Credits:</u> 1.5 hours	
Leadership Foundations	Online
<u>Course Description:</u> Leadership is learnable. Even the best leaders develop their capacity and competency for greater responsibility over time. By investing in your leadership skills now, you pave the way to opportunities in the future. A frame of reference for what leadership is, how it is practiced, and the most prevalent styles and approaches will help you become the leader you want to be. In this course, Professor Alexander Lyon covers styles of authority, from autocratic to laissez-faire; approaches to action and communication; and models of responsibility, including servant leadership. He also explains why you should prioritize the qualities that can have the biggest impact on your success as a leader: authenticity, purpose, and empathy. <u>PD Credits:</u> 1 hour	
The Collective Puzzle	On Ground
<u>Course Description:</u> Often, the urgent activity required to keep things running day-to-day devours the time and energy needed to execute your strategy for tomorrow. Through Franklin Covey's Four Disciplines of Execution learn how to create new habits that will ensure you (and your teams) reach those important goals. <u>PD Credits:</u> 1.5 Hours	
Cross-Cultural Competence (CCS-115)	On Ground Course offered through GC
<u>Course Description:</u> A theoretical overview of cross-cultural communication from the disciplines of anthropology and sociology is offered. Conflict and process in multicultural communication and interaction across cultures are emphasized. Attention is given to specific subcultures which professionals in people-centered professions will encounter. <u>PD Credits:</u> 2 Hours	



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

The Bricks of Trust	On Ground
<p><u>Course Description:</u> Exploring the ways in which we build, sustain, and in some cases re-build trusting relationships with our Supervisors/Managers, our Colleagues, Systems, and Programs.</p> <p><u>PD Credits:</u> 1 Hour</p>	
Intersections: Where Values Collide	On Ground
<p>In an effort to become practitioners of GCCCD Values, this session will explore the details of GCCCD's six values through dialogue, hands on activities, and a debrief. This session will show that value systems are diverse and as such, have the opportunity to merge or collide. When employee and employer values merge the result can be the development of a balanced set of core values. When employee and employee values collide the result can be similar to those of a merger or they can breed stress, dissonance, and conflict. Regardless of what happens when our value systems meet at an intersection, the impact will be felt by our students, whether our jobs are student facing or not. Discussing what happens with our behaviors and to our values at the point of intersection is where the opportunity lays.</p> <p><u>PD Credits:</u> 1 Hour</p>	
Creative Problem Solving	On Ground
<p>Creative Problem Solving is explored through an eight-step, team-oriented model. The model uses an approach that is fun, engaging, and collaborative which helps to redefine problems/challenges and opportunities faced on the job to help identify new, innovative responses and solutions, and then take action.</p> <p><u>PD Credits:</u> 1.5 hours</p>	
GCCCD Essentials: The GCCCD Machine	On Ground
<p>In higher education, we are riddled with acronyms, various employee classifications, board policies, administrative procedures, education codes, and funding sources that may be challenging to understand as a whole and challenging to figure out how your role fits into the larger system. This session will help to make sense of how everything ties together to make our GCCCD engine run.</p> <p><u>PD Credits:</u> 1 Hours</p>	



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Customer Service: Serving Internal Customers	Online
<p>There are many similarities between internal and external customer service—both require helpfulness, empathy, and resourcefulness. What distinguishes internal customer service is that it primarily involves serving coworkers at your company. Companies today recognize that outstanding internal customer service helps employees work more productively and ultimately do a better job serving their external customers. In this course, learn skills and techniques for providing outstanding internal customer service to colleagues within your organization. How to build positive workplace relationships, communicate effectively, and serve coworkers who can be difficult to work with. He also provides techniques for managing—and exceeding—expectations for internal service, and solving problems quickly and effectively.</p> <p><u>PD Credits:</u> 1.5 Hours</p>	
Improving Your Conflict Competence	Online
<p>Workplace conflict is inevitable. But it doesn't have to end badly. In this course helps you manage workplace conflict more effectively. He first explains the dynamics that create conflict, and helps you become aware of what your conflict response is. Once you are aware of how conflict arises, learn some practical steps you can take to manage your emotions and engage with others constructively.</p> <p><u>PD Credits:</u> 1.5 Hours</p>	
Creating a Culture of Excellence	On Ground
<p>One of GCCCD's six values is Creating a Culture of Excellence. Creating a culture of excellence is the responsibility of each GCCCD employee to contribute to a healthy work environment for ourselves, our colleagues, and ultimately for our students. Though easy in theory, there are some challenges and opportunities to explore in order to contribute to the Culture of Excellence.</p> <p><u>PD Credits:</u> 1 Hours</p>	
Applying From Within	On Ground
<p>One of the best places to look for a new job is right here in the district! You may be interested in transitioning to a different role within the district, shifting your career focus, or transferring to a new department. We want to keep our employees, and if you're interested in a job change, but don't want to switch employers, checking out what internal options are available can make good sense.</p> <p><u>PD Credits:</u> 1 Hours</p>	



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Communicating Effectively with Your Supervisor	On Ground
<p>Developing a healthy work relationship with your supervisor is an essential skill that is dependent on effective communication. Effective communication with your supervisor is a key element of your eventual success in the workplace. Therefore, it is important that you feel comfortable and prepared to approach your supervisor to discuss concerns, request assistance, or report work progress.</p> <p><u>PD Credits:</u> 1 Hours</p>	
Preparing for Performance Evaluations	On Ground
<p>At GCCCD, all New Employees (except Faculty) are evaluated quarterly during their first year of employment. Upon completion of the first year, performance evaluations are completed annually. Being prepared for the evaluation is essential to a successful meeting with your supervisor, and is an opportunity to highlight your contributions to your department, your growth in the role, and as a professional, as well as being open to feedback that can support further professional growth and development.</p> <p><u>PD Credits:</u> 1 Hours</p>	