



## CLASSIFIED PROFESSIONALS TRAINING ACADEMY

The North Orange County Community College District (NOCCCD) values its employees and is unequivocally committed to lifelong learning and providing opportunities for professional growth and advancement to all of its classified/confidential employees.

The role of classified professionals is essential to student success. To support our permanent classified/confidential employees, District Professional Development is offering a Classified Professionals Training Academy beginning Spring 2023. The purpose of the Academy is to:

- Offer an opportunity for professional growth
- Improve knowledge, skills, and abilities
- Foster a culture of learning
- Develop awareness of the vital role of classified staff in the shared governance process

The Academy will offer participants a focused opportunity to advance their skills and develop their own capacity to lead while being more fluid and responsive to the needs of students and the community. **This program is open to Confidential employees in addition to Classified.**

## PROGRAM OUTCOMES:

- Understand and support the Vision for Success
- Understand the classified role as it relates to the Guided Pathways model and support students in the model
- Cultivate relationships across the District
- Develop intercultural proficiency



## PROGRAM HIGHLIGHTS

- **Welcome Reception**
- **Ten courses**
- **NOCCCD job application process**
- **Field trip to a local museum\***
- **Assessment for self-development (StrengthsFinder)**
- **Open Forums**
- **Professional Growth Plan**
- **Reflective journaling**
- **Graduation**

## ABOUT THE PROGRAM:

The Classified Professionals Training Academy is a one-year coordinated program that brings classified professionals across the District together in a supportive learning environment. The Academy sessions are interactive and engaging to better immerse participants in the learning experience. The curriculum has been tailored to the needs of NOCCCD, while still incorporating best practices from other community colleges and programs. Participants will have an opportunity to learn from their colleagues, faculty, administrators, and executives.

The program will utilize multiple training modalities, including in-person\*, online, hybrid/blended, and eLearning. It requires completion of ten courses. These courses will be offered once a month between February and November. Participants must allocate approximately five hours for each course, including readings and other course-related work.

The program may include a field trip to a local museum\*. The trip is optional, but participation is strongly encouraged. The date will be announced at least one month before the trip.

Participants will create their individual professional growth plan (guidance provided) and will be required to keep a journal. To support their self-development, they will complete their StrengthsFinder assessment for self-awareness to better understand themselves and others.

Recognizing that the jobs of classified staff are similar but the work they do is different depending on the office/campus, the Academy will offer quarterly open forums focused on jobs/interest to offer participants an opportunity to share any issues that they are trying to work through, and share best practices. Additionally, this will provide a great networking and bonding experience. The discussions will continue on EdVantage, our LMS, for continual networking and support.

Attendance in all courses is required. If a participant misses a session, they will have the opportunity to complete it in following years.

Participants will receive a certificate upon completion of the Academy. Participants are encouraged to apply and participate in a campus or District committee or workgroup of their choice within one year of completing the program.

\*If and when permitted and safe in accordance with District policies.



## Session Dates and Coverage\*

### Session 1

March 29, 2023

- History of Community College Education
- Post-COVID Challenges & Opportunities

### Session 2

April 28, 2023

- The Vision for Success Overview
- Role of Classified in the Vision for Success

### Session 3

May 10, 2023

- District & College Initiatives
- Guided Pathways Best Practices

### Session 4

June 15, 2023

- Overview of DEIAA
- Creating a Safe Space for Our Students and Staff

### Session 5

July 12, 2023

- Building a Culture of Equity

### Session 6

August 6, 2023

- Technology Tools for Effectiveness

### Session 7

September 13, 2023

- Strategic Communication for Classified Professionals

### Session 8

October 6, 2023

- Navigating for Success
- Building Trust in Teams

### Session 9

November 1, 2023

- Motivation and Influence
- Leadership in your Role

### Session 10

December 1, 2023

- Presenting Yourself
- Career Advancement Strategies

### GRADUATION:

**DATE TO BE ANNOUNCED**

**All sessions are from 9 am - 12 pm**

\*Session dates, location, and topics are tentative and are subject to change based on when permitted and safe per District Policies. Participants will be notified of date changes in advance.

# 2023 APPLICATION

The opportunity to apply to the Classified Professionals Training Academy is available to all interested permanent classified staff members who want to grow their potential and prepare to advance their careers. Applicants must have worked within the District for at least one full year. Manager's approval is an integral part of the application process.

The Academy class will be limited to 40 participants. Applicants selected for admission into the Academy will be expected to commit to the Academy participation standards. This includes regular attendance and active participation in sessions, attending and participating in Open Forums, reading assigned materials, doing any homework, and in all other respects, living up to the expectations of the Academy. Applicants are encouraged to apply and participate in a campus or District committee or workgroup of their choice within a year of program completion.



To be considered, individuals must submit a completed application by December 1<sup>st</sup>, 2022. Applicants will be notified of acceptance into the Academy by December 15, 2022. Participants will receive release time to attend Academy sessions. However, participants will have to invest personal time for homework, project, and other assignments. There is no additional remuneration for participating in the Academy program.

The application will be sent via email to all classified employees. It will also be available at <http://nocccd.edu/classified-academy>.



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

## For Application Information, please contact:

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Cypress  College



Fullerton College

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