

# CCCC In-House Training Center

---



## Purpose

To provide needed on-going training to classified, faculty, and administrative personnel on a variety of topics using the expertise from within Cerro Coso College. A primary goal is to keep the training brief and targeted so that members will be motivated to attend the training. Since the goal of the In-House Training Center (IHTC) is to enhance the professional skills of the staff and faculty, participants, with any necessary supervisory approval, may participate in training during their regular work schedule. By promoting on-the-job training in an easily accessible format, the expectation is that Cerro Coso's employees will become more efficient, effective, and a more skilled workforce.

## Plan

During regular semesters (Spring and Fall) to schedule training sessions every other Friday (non-Flex Friday's). A different schedule may be arranged during the Summer term, however, that is yet to be determined. Sessions will be limited to 30 minutes and preferably no more than 1-2 topics per session. The goal would be to offer 4 training sessions in two different rooms, 30 minutes each, beginning at 10am going until 11am. This will provide multiple training opportunities each offering.

The idea is to provide targeted training, in a casual setting. For this reason it is recommended that no handouts or formal presentations are prepared. The intent is for experts to share their knowledge in the software/topics that they are skilled at in easy to digest chunks and increase the skill sets of the college body collectively.

A call for needed training topics will go out periodically and once the list of topics has been compiled the list will be sent out with a call for trainers and preferred dates. Once trainers and dates have been arranged the schedule will go out to the college community. Ideally the schedule will be posted to the College-Wide Calendar for easy access.

## Personnel

The IHTC will be staffed entirely by volunteer trainers. It will need to be coordinated by at least one individual to oversee the scheduling of rooms and the training sessions. This individual will also be responsible for sending out the call for topics and trainers periodically. It is hoped that once the momentum takes hold that the IHTC will run almost automatically and not require a large amount of oversight.

## Facilities

The IHTC will utilize various computer labs, such as 710, 709 and 631 and iTV rooms such as 722 or 604. Technology such as Adobe Connect may be utilized to support distant sites.

## Training Topics

Training topics should not be limited to software or technology. Training could and should encompass any area of interest or need at Cerro Coso. Below are sample training topics which are meant to spark ideas and demonstrate the range of training possibilities:

- How to do mail merge in Word
- Setting up personal data files in Outlook
- How to run a budget summary in Banner
- The late registration process for students (to familiar employees with the process)
- Entering grades in Banner
- Recording videos in Camtasia
- Working with group features in Moodle
- Using Groove for committees
- Creating forms in Adobe Acrobat PDF

## Recognition

To help promote a sense of accomplishment, and to recognize the valuable time and efforts that the employees invest in training, certificates of accomplishment will be awarded to trainees based on the number of training sessions attended in sets of 10. Therefore, certificates would be awarded for 10, 20, or 30 training sessions attended and so forth.\*

## Tracking

Since the IHTC is based on a volunteer system, and the intent is to keep overhead at a minimum, Trainees and Trainers will be responsible for tracking their own advancement and quantity of sessions. Records will be kept for awards given by IHTC coordinator, and sign-in sheets will be kept to verify attendance at sessions and trainers of sessions.

## Logistics

To ensure smooth running of each session, the following are recommended:

- All computers should be turned on and logged in prior to the start of the session to avoid wasting time waiting for computers to boot up and users to log in.
- Start the session on-time. Do not wait for late members. Since the sessions are short, time is of the essence.
- End the session in time to save (if necessary), close, and exit the room and allow the next session participants to enter by the start of their meeting.
- The second session trainers and trainees should be responsible for logging out and shutting down all computer systems.
- Even if only 1 person shows up then the training session should still occur. There should not be a minimum attendance requirement for the sessions.

## Schedule

The current schedule stands as follows:

### Spring 2009

10:00-11:00am

#### **Room 709**

February 27

March 13

April 10

April 24

May 8

#### **Room 710**

February 27

March 13

April 10

April 24

May 8