



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 2025. 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 student success

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 2030
- 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 sessions**
- **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 sessions. These sessions will be offered once a month between March and December. Participants must allocate approximately five hours for each session, including readings and other session-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 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.

Attendance in all sessions 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.



Session Dates and Coverage*

Session 1 – MARCH 28, 2025 **VISION 2030 & ROLE OF** **CLASSIFIED PROFESSIONALS**

- History of Community Colleges
- Vision 2030 Overview
- Role of Classified Professionals

Session 2 – APRIL 25, 2025 **INSTITUTIONAL GOALS AND** **CLASSIFIED PROFESSIONAL IMPACT**

- Mission & Vision
- District & College Initiatives
- Impact of Classified Staff in Student Success

Session 3 – MAY 2, 2025 **DEIAA IN ACTION**

- Overview
- Creating Safe Space for All
- Equity in Action

Session 4 – JUNE 12, 2025 **EFFECTIVE COMMUNICATION AND** **CONFLICT RESOLUTION**

- Communication Styles
- Active Listening
- Conflict Resolution & Mediation

Session 5 – JULY 10, 2025 **TECHNOLOGY TOOLS FOR** **EFFECTIVENESS**

- Emerging Technology
- Using AI to Increase Efficiency

Session 6 – AUGUST 7, 2025 **LEADERSHIP IN YOUR ROLE**

- Leading With Your Strengths
- Navigating Organizational Culture
- Trust & Collaboration
- Partnerships

Session 7 – SEPTEMBER 12, 2025 **EQUITY-CENTERED CUSTOMER** **SERVICE**

- Service Excellence
- Understanding Customer Needs

Session 8 – OCTOBER 10, 2025 **PROBLEM SOLVING & NAVIGATING** **CHANGE**

- Organizational Needs
- Creative Problem Solving
- Engaging Stakeholders

Session 9 – NOVEMBER 7, 2025 **PROFESSIONAL GROWTH &** **REFLECTION**

- Health & Wellness
- AACC Competencies
- Professional Development Plan

Session 10 – DECEMBER 10, 2025 **NAVIGATING FOR SUCCESS**

- 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.

2025 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 25 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.

To be considered, individuals must submit a completed application by February 25th, 2025. 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 <https://www.nocccd.edu/employees-departments/departments/professional-development/classified-professionals-training-academy>.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

For Application Information, please contact:

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