Germanna Community College Remote Working
Professional Development Opportunities

Academic Technology and Learning Support

- Virtual workshops will be posted on our Outlook calendars.
- The Center for Teaching and Learning will offer asynchronous website activities for employees to review/reflect on for diversity training and other topics.
- A canvas page will be opened for Just Mercy (MCDI reading initiative).

Germanna Libraries

- Hoonuit, available in the myGCC tab: Many modules available for all sorts of professional development. Provides training for Microsoft office, Google, Adobe, etc. Plus, you get a certificate when you finish the training!

- A whole list of Teaching Tolerance’s free webinar series: https://www.tolerance.org/professional-development/webinars

- VCCS -- a list of workshops: https://edtech.vccs.edu/upcoming-canvas-webinars-2/
- Here is a list of workshop recordings: https://edtech.vccs.edu/webinars/

- GCC Canvas PBL training – Contact Scott Ackerman to get enrolled.

Safari E-books and Videos

- Available under the Databases A-Z list on the GCC Libraries web site:
- E-books and videos related to Excel, Word, Creative Suite products, as well as soft skills such as public speaking and business communication.

Lynda.com

- Available under Research -> A-Z Resources on the Central Rappahannock Public Library home page: https://www.librarypoint.org/
- CRRL provides access to Lynda.com which provides training videos for a variety of software. You must have a CRRL library card in order to access this product.

- edWeb.net, https://home.edweb.net/:
- FROM THE WEBSITE: edWeb.net is a free social network and professional learning community that can help you with online learning and collaboration, especially as we cope with the spread of the coronavirus. Need to join.

Edx, Coursera have professional development courses that are free or paid (to receive certification) as well as many more types of courses. Udacity offers paid courses on a variety of topics, such as tech and graphic design, but you want to check reviews and ratings for quality.

Maintenance/Facility

- https://www.oshatrain.org/pages/about-OSHAcademy.html
Diversity in the Workplace E-books:
- **Gender Diversity and Non-Binary Inclusion in the Workplace: The Essential Guide for Employers**
- **The 99 Day Diversity Challenge: Creating an Inclusive Workplace**
- **Transgender in the Workplace: the Complete Guide to the New Authenticity for Employers and Gender-Diverse Professionals**
- **Diversity Beyond Lip Service: A Coaching Guide for Challenging Bias**
- **The Neurodiverse Workplace: An Employer's Guide to Managing and Working with Neurodivergent Employees, Clients and Customers**
- **Diversity and Inclusion in Higher Education and Societal Contexts: International and Interdisciplinary Approaches**
- **The Generation Myth: How to Improve Intergenerational Relationships in the Workplace**
- **Stereotypes: the Incidence and Impacts of Bias**

Diversity in Education E-books:
- **Higher education for diversity, social inclusion and community: A democratic imperative**
- **Evaluating Campus Climate at US Research Universities: Opportunities for Diversity and Inclusion**

Other Topics in Higher Education E-books:
- **Ethical and Legal Issues in Student Affairs and Higher Education**
- **University Finances: Accounting and Budgeting Principles for Higher Education**
- **Social Media in Higher Education: Case Studies, Reflections and Analysis**
- **Trends in Assessment: Ideas, Opportunities, and Issues for Higher Education**
- **Towards a Philosophy of Caring in Higher Education: Pedagogy and Nuances of Care**
- **Love and Compassion: Exploring Their Role in Education**
- **College Students and Their Environments: Understanding the Role Student Affairs Educators Play in Shaping Campus Environments**

Online Education E-books:
- **Teaching and Learning at a Distance: Foundations of Distance Education 7th Edition**
- **Assessment Strategies for Online Learning: Engagement and Authenticity**
- **High-Impact Practices Online: Research and Best Practices**
- **Creating Engaging Discussions: Strategies for Avoiding Crickets in Any Size Classroom and Online**
- **The Business of Innovating Online: Practical Tips and Advice from Industry Leaders**
- **Thrive Online: A New Approach for College Educators**

**Chronicle of Higher Education**
- News publication with articles related to higher education.

Selected Journals for Teaching Faculty:

Other Journals:
- **Journal of College Student Psychotherapy** (18 month embargo)
- **Journal of College Counseling** (12 month embargo)
- **Journal of College Student Development**
- **College Student Journal**
- **College Student Affairs Journal**
- **Community College Review**
Studies in Higher Education (18 month embargo)
Journal of Higher Education Policy & Management (18 month embargo)
Journal of Higher Education (12 month embargo)
Public Personnel Management
Journal of Human Resources
Associates Program Source - contains journal articles related to two-year degrees and trades, such as HVAC, electrical, manufacturing, etc.

Human Resources

Commonwealth of Virginia Learning Center (COVLC) Commonwealth of Virginia Learning Center
If you are new to using the COVLC, please view the overview video here: https://www.youtube.com/watch?v=2vh48OS9kFw&feature=youtu.be.
Use your ID and Password provided by Human Resources.
After you login, click on Catalog.
Enter the training module description in the keyword box. For example, “VCCS Onboarding Training” for modules 1-3, then click search. You will need to individually search for topics such as the Workplace Dispute Resolution and Civilian Response to Active Shooter Events modules.
Select the training module.
Read and follow instructions to complete all content items of the training module.

Required topics
- Alcohol and Other Drugs
- Civility in the Workplace
- Grievance Procedure
- Disaster and Emergency Awareness
- Active Shooter
- Performance Management (For supervisors and managers)

Recommended courses
- EEO Law (prerequisite for MVP course)
- MVP EEO
- FERPA – Family Educational Rights & Privacy
- FLSA – Fair Labor Standards
- FMLA – Family & Medical Leave
- FOIA – Freedom of Information
- Communication Skills
- Customer Service
- Conflict Management
- Ethical Decision Making
- Managing Teleworkers
- Understanding State Government
- Leadership Styles and Essentials
- Valuing Differences
- Google Mail/Google Calendar/ Setting up Google

Professional and Technical Studies and Workforce
Noncredit (For information and scheduling, please email: gccworkforce@germanna.edu)

- Change Management
- Communication Essentials
- Conflict Resolution
- Critical Thinking
- Customer Care
- Effective Decision Making
- Goal Setting for Success
- Creative Problem Solving
- Time Management
- Workstyle Differences: Working with Coworkers
- Building Trust
- Understanding and Promoting Organizational Values
- Dealing with Difficult People
- Diversity in the Workplace
- Certificate in Workplace Communication
- Developing Your Leadership Skills
- New 21st Century Strategies for Productivity
- MS Office products
- Trades/industrial: OSHA 10, NCCER Core, Asphalt
- Will customize a workforce for a department upon request.

Credit

- ITE 115 – IT Essentials (3 Sections): https://m.sis.vccs.edu/app/catalog/classSearch/2203
- ITE 100 – Introduction to Information Systems (2 Sections): https://m.sis.vccs.edu/app/catalog/classSearch/2203
- ITP 100 – Software Design: https://m.sis.vccs.edu/app/catalog/classSearch/2203

These will be coming online shortly:

- ASL 101 – American Sign Language 101 (add SMEs to our college interpreters!)
- BUS 100 – Introduction to Business
- ENG 115 – Technical Writing
- ENG 236 – Introduction to the Short Story