

## SYLLABUS

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**Subject:** Getting Things Done (GTD): A Path to Personal Productivity!  
**Presenter:** Nancy LoCascio, Speaker & VP Client Experience, David Allen Co.

### Description

The Level 1: Fundamentals Course presents the groundbreaking GTD® methodology for achieving control in a world of constant change and ever-increasing input. This powerful program delivers a highly effective and sustainable way to attain greater levels of personal productivity.

### Outcomes

Upon completion of this workshop, participants will:

- *Describe* key principles and concepts of GTD methodology
- *Describe* the five steps of Mastering Workflow
- *Explain* the thinking process for clarifying outcomes and next actions
- *Identify* immediate next actions necessary to install the GTD methodology

### Assessment

- COO and CD will meet at CD office during scheduled visit (9.19 – 9.26) and review implementation
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**Subject:** Active Shooter Training: Awareness & Preparation  
**Presenters:** Nate Flaws, Agent, Visalia Police Department

### Description

The group will review active shooter scenarios and approaches to addressing, for the safety of those on campus and in the workplace.

### Outcomes

Upon completion of this workshop, participants will:

- *Evaluate* your current campus active shooter readiness plan and report to CFO
- *Develop* any needed next steps and review in campus Safety Committee (to be noted in meeting minutes)

### Assessment

- CFO will review CD evaluation of current campus active shooter readiness plans, along with campus Safety Committee meeting minutes

**Employee Success**  
EC & CD/SMM  
September 14 - 15, 2016

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**Subject:** Employee Goal Alignment: Light the Path!  
**Presenter:** Sumer Avila, Campus Director, Fresno

**Description**

The group will review employee goal development and strategic linking data. Analysis and collaboration with other directors will result in the development of an action plan for Q42016. Essential elements covered include effective SMART goal writing, supervisor training, ongoing CD monitoring strategies, and organizational management.

**Outcomes**

Upon completion of this workshop, participants will:

- *Evaluate* campus performance on employee goal alignment measure
- *Summarize* strategies utilized to achieve increased accuracy of link alignment
- *List* resources needed for additional training and support for this initiative

**Assessment**

- Halogen goal alignment will be reviewed by campus for the period immediately following training (9.19 - 10.31) to evaluate SMART goal structure and accurate alignment with strategic objectives
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**Subject:** Glassdoor.com: Build Awareness  
**Presenter:** Sumer Avila, Campus Director, Fresno

**Description**

The group will review Glassdoor employer profiles and its impact on *Employer Brand*. Profile analytics and reviews will be shared to illustrate current opportunities.

**Outcomes**

Upon completion of this workshop, participants will:

- *Describe* the value of building our *Employer Brand*
- *Develop* two opportunities for your campus employees to engage with SJVC's Glassdoor profile

**Assessment**

- Conduct two activities for current and prospective employees to engage with SJVC's Glassdoor profile by 10.31.16. Success will be measured by increased Glassdoor profile visits, reviews, and responses to reviews.

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**Subject:** Effective Supervision: A Day in the Life  
**Presenter:** Mike Abril, Vice President of Regulatory & Legal Affairs

**Description**

Campus Directors will review an illustrative scenario of the day in the life of a Campus Director. What employee issues might arise on any given day on campus; what would be the best responses to those issues; and who are your resources?

**Outcomes**

Upon completion of this workshop, participants will:

- *Categorize* scenarios with needed actions

**Assessment**

- Success will be measured by effectively working through the illustrations in the scenario and aligning with appropriate actions
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