



Human Resources Protocol: Professional Development

General Information

Lower Columbia College encourages and supports the growth and development of faculty and staff. Human Resources ensures that the College provides professional development opportunities in a variety of formats as well as a variety of training types and presentation styles. Additionally, Human Resources connects supervisors and employees to outside agency workshops, conferences, trainings, etc.

New Hires

As part of the onboarding process, new faculty and staff are assigned trainings through our Canvas Learning Management System (LMS). The trainings cover a wide range of topics including but not limited to: safety, ethics, general information about the College and our policies, diversity, FERPA, accessibility, etc.

Supervisors

In compliance with [WAC 357-34-055](#), new supervisors are required to participate in “Leading Others”, a three day training offered through the Department of Enterprise Services. “Leading Others” combines self-reflection, e-Learning, classroom instruction, cohort and small group work, and experiential learning. Supervisors learn how to communicate better, manage conflict, and help those they supervise to navigate change effectively.

Training Topics

Human Resources strives to offer a variety of training topics based on faculty and staff interests and needs while also ensuring that the trainings that are offered align with College and wellness initiatives. In addition, there are several trainings that we are required to offer on a specific frequency.

Each quarter, there are several live training opportunities that are open to all faculty and staff. There are also trainings assigned to faculty and staff in Canvas. Professional development opportunities are marketed to faculty and staff via email, the wellness webpages, the faculty and staff calendar, and other printed media if appropriate.

Training Feedback

Through Survey Monkey, faculty and staff are given the opportunity to provide feedback about trainings they attend or participate in. The purpose of this is to ensure that we are

providing successful trainings and to give faculty and staff another way to communicate training topics they are interested in.

Supporting Funding for Professional Development

All full-time faculty and staff are eligible for the tuition waiver program, which allows them to take LCC classes for \$10/class. Human Resources also maintains a list of the tuition waiver amounts for other Washington State colleges on the HR webpage.

Classified Development Fund

Classified employees are eligible to receive \$150 reimbursement annually for training opportunities such as workshops, conference registration, college course registration and fees, college course textbooks, and other activities as approved. College departments may also fund professional development activities as department budgets allow.

Exempt Development Fund

The College also has a fund for exempt employees that enables them to receive \$150 reimbursement annually for training opportunities. College departments may also fund professional development activities as department budgets allow.