

2018
STAFF
DEVELOPMENT
GUIDE



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2018 Staff Development Guide

Wiregrass provides opportunities annually for professional development and encourages all employees to expand and improve their skills and knowledge on an on-going basis.

Staff development activities are those activities that:

- are related to job duties/placement or are required by the local, state, or federal mandates and
- provide a learning opportunity for professional development.

For full details regarding staff development guidelines, view the Policy and Procedures Manual at:

[Link to the Staff Development section of the Policy and Procedures Manual.](#)

Types of Activities that Qualify for Credit

WGTC SPONSORED TRAINING

SDU Credit will be awarded for approved staff/professional development activities hosted by Wiregrass Georgia Technical College staff including mandatory training activities. To meet accreditation requirements, the employee must maintain copies of all supporting documentation such as quiz results and/or certificates and provide copies upon request.

COLLEGE COURSE CREDIT

SDU Credit will be awarded for college courses, provided the employee can produce appropriate supporting documentation. The documentation must confirm that the course provided "new" or "refresher training for a product, service, program, etc. (i.e., General Education subjects such as English or History would not qualify as staff development for these purposes). The employee must provide a transcript which shows the number of contact hours for the course, and that the course was successfully completed with a grade of "C" or better. To meet accreditation requirements, the employee must maintain copies of all supporting documentation and provide copies upon request. Please be advised that approved courses will not take the place of any mandatory training required for college employees.

NON-COLLEGE SPONSORED TRAINING

SDU credit will be awarded for appropriate training activities not sponsored by WGTC. To meet accreditation requirements, the employee must maintain copies of all supporting documentation, literature, or brochures that show the type of training, date, and time spent in training. Copies of all documentation must be provided upon request.

2018 Mandatory Staff Development Activities

Following is a tentative list of the mandatory training for 2018 and the month each is scheduled assigned for completion. An email reminder with instructions for completing the training will be sent as soon as the training is available. Other mandatory trainings may be scheduled as the year progresses. Communications regarding any additional mandatory trainings will be sent separately. Any training conducted in a face-to-face format will be recorded and the video posted for employees who are unable to attend the scheduled session.

Activity Name	Description	Completion Date
TCSG Accessibility Compliance Training	Video Link to Training Required for all employees.	Complete by November 30, 2017
Security/IT/FERPA (Cybersecurity) Training	Online training for all employees.	Training link and instructions will be sent via email by IT - November 2017 Complete by March 31, 2018
HAZMAT Right to Know Basic Awareness	Link to online training for all employees	Available November 2017 Complete by June 30, 2018
HAZMAT Fire Extinguisher Basics	Link to online training for all employees	Available November 2017 Complete by June 30, 2018
HAZMAT Bloodborne Pathogens	Link to online training for all employees	Available November 2017 Complete by June 30, 2018
HAZMAT Hazardous Waste	Link to online training for Facilities, Allied Health, Food Services, and Fire Science employees only	Available November 2017 Complete by June 30, 2018
Haven for Faculty and Staff Parts 1 and 2 (Harassment Prevention Training)	TCSG-sponsored online training for all NEW employees hired after June 30, 2017 or any employee who did not complete the training during FY 2016 or FY 2017. Link to instructions for completing the Haven for Faculty and Staff Parts 1 and 2 training.	Ongoing Complete Parts 1 and 2 by June 30, 2018
The Bridge – Harassment Prevention Refresher	TCSG-sponsored online training for all employees who have completed the Haven for Faculty and Staff Parts 1 and 2 during FY 2016 or FY 2017	To be announced.
Americans with Disabilities Act (ADA) Training	Online training for all NEW employees. Link to ADA training video.	Ongoing Complete by June 30, 2018
Assistive Technology Training	Online training for all NEW employees. Link to Assistive Technology training video.	Ongoing Complete by June 30, 2018
Elevator Safety Training	Face-to-Face training for Facilities, Security and other employees as required.	February 20, 2018
Lift/Evac Chair Training	Face-to-face training for Facilities, Security and other employees as required.	February 20, 2018
Exposure Control and Bloodborne Pathogens Training	Face-to-face for Category 1 & 2 Employees (Allied Health) and Facilities staff.	February 20, 2018

Accessing WGTC-Sponsored Staff Development Activities

WGTC-sponsored staff development activities and forms are located on the employee intranet. Log in directly to the intranet by going to my.wiregrass.edu and entering your Wiregrass email address and system password.



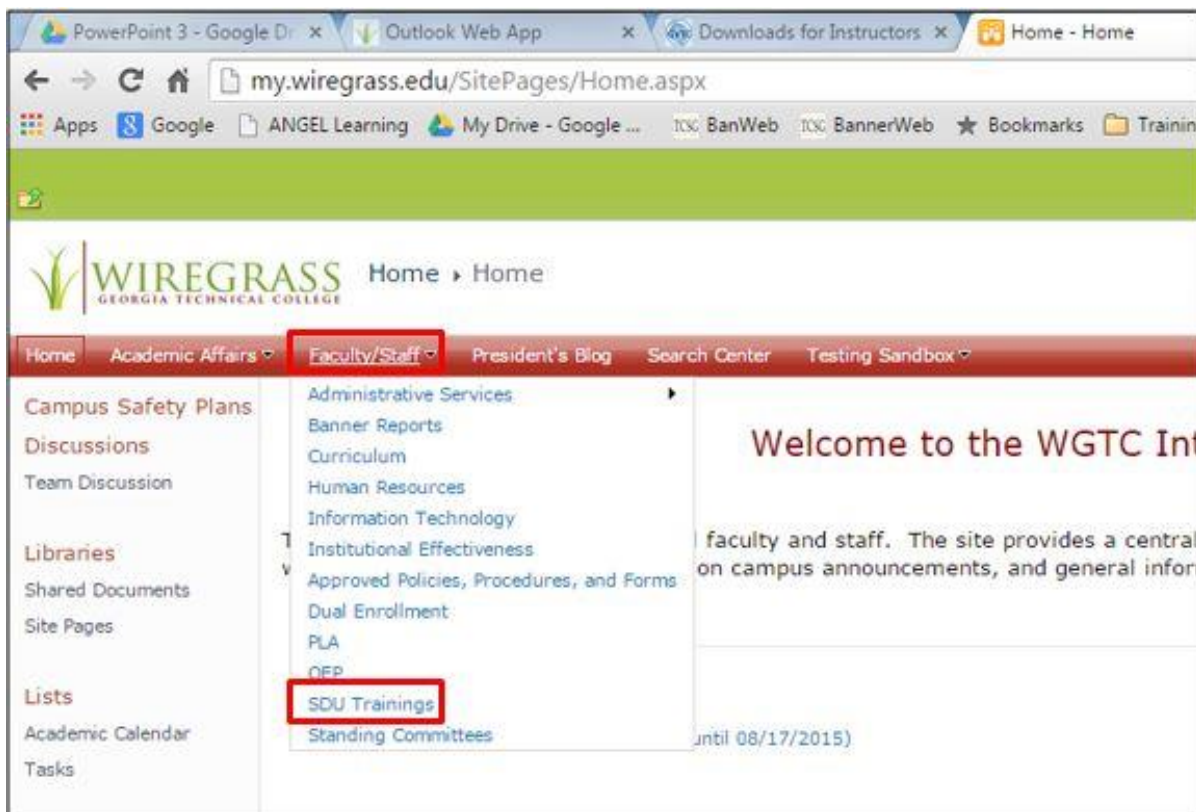
To access the employee intranet from the Wiregrass home page, go to Wiregrass website and select the **Help** link. Under **Quick Links**, select **Employee Intranet/Email**.



Select the link Wiregrass Georgia Technical College. Log in with your Wiregrass email address and system password.

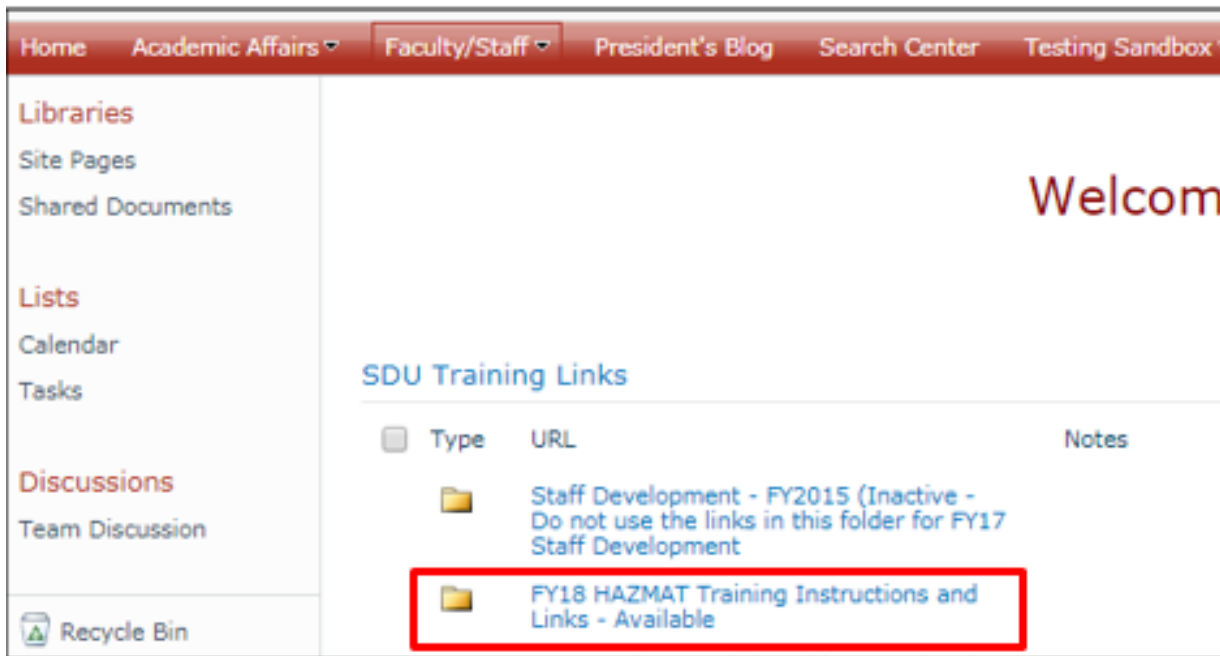


On the intranet home page, click **Faculty/Staff** and select **SDU Trainings** from the list.

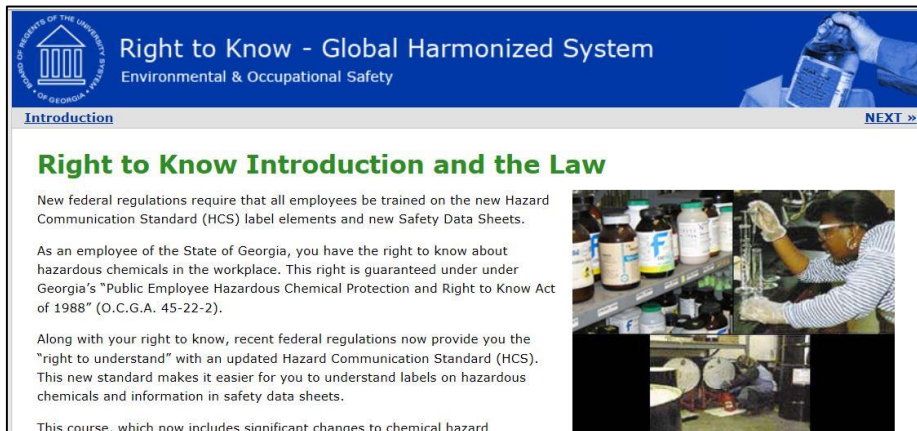


Completing a Training Activity

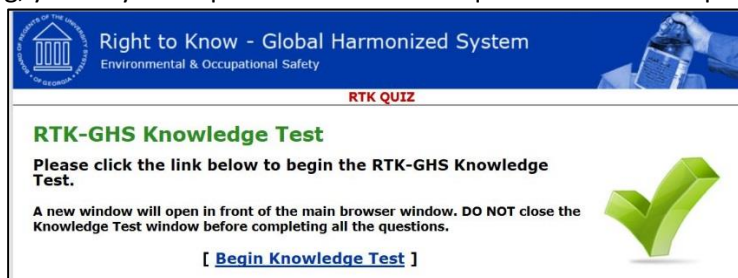
To complete a training activity, select the assigned activity from the list.



The training presentation will load on your computer. Read or listen to the information in the presentation.



At the end of the training, you may be required to take a short quiz. Answer each question and click **Next**.



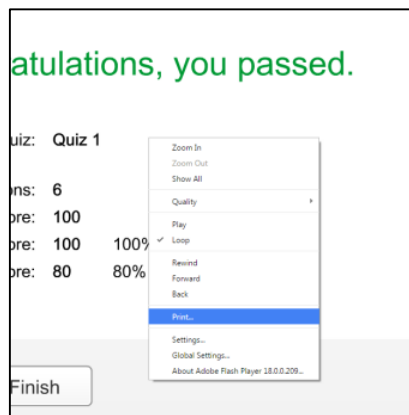
Supporting Documentation

After completing each training activity, you are required to save a copy of supporting documentation such as quiz results, certificates, etc. for the activity to meet accreditation requirements. Following are recommendations for saving supporting documentation.

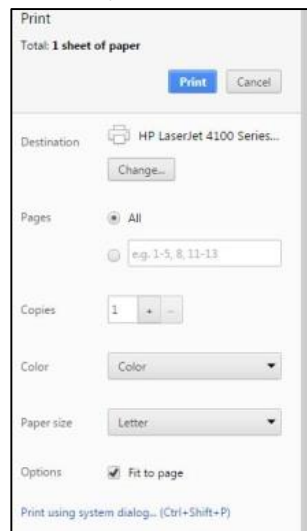
- Print copies and keep in a folder
- Print copies and submit to the department supervisor (if required)
- Scan and/or save electronic copies in a folder on your computer
- Scan and/or save electronic copies in a shared folder designated by department supervisor (if required)

Printing Documentation

To print supporting documentation, Right click on the screen and select **Print** from the menu.



When the Print dialog box displays in your browser, click on the **Print** button.

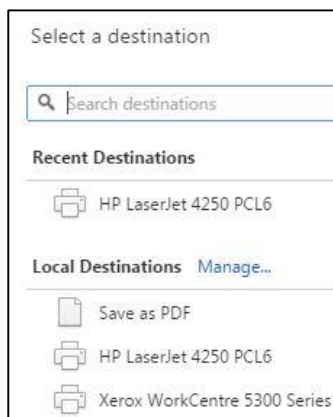


Saving an Electronic Copy of Training Documentation Using the Save as PDF Option

To save the file as a PDF, from the Print Dialog Box: Click the **Change** button. Click Save as PDF.



Browse and save the document in the location you specify.

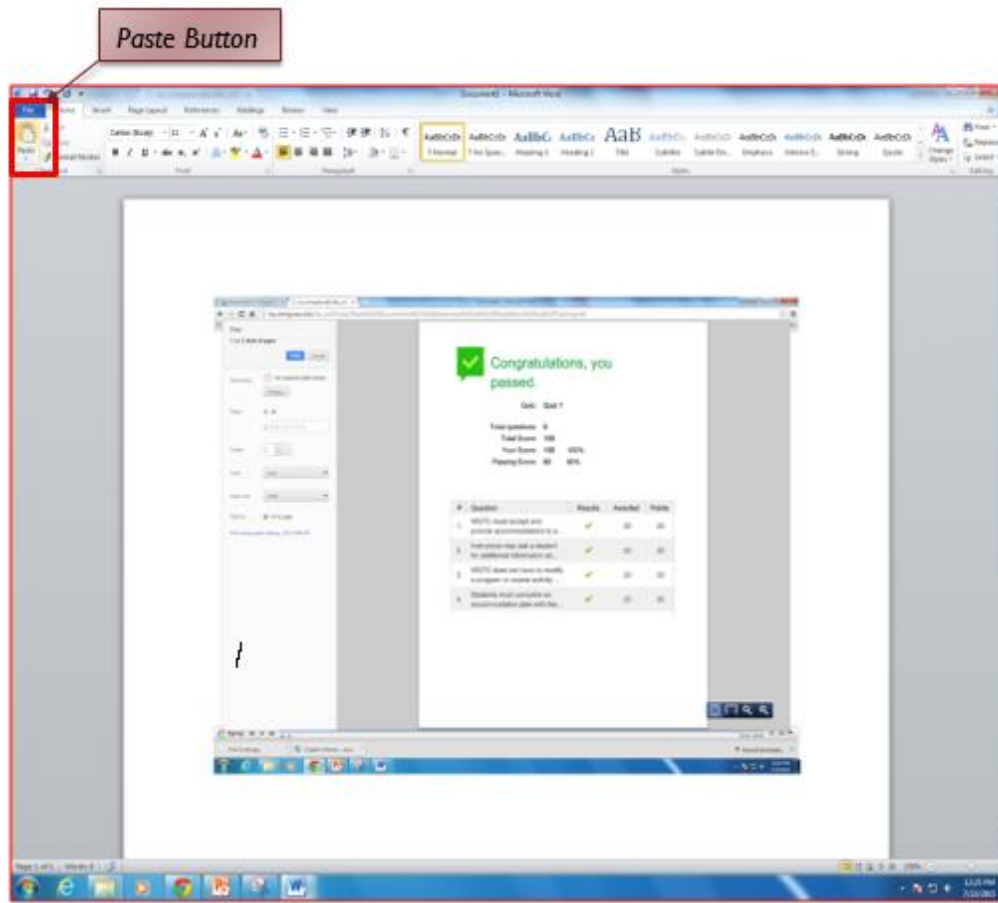


Saving an Electronic Copy of Training Documentation Using a Screen Capture

If you do not have access to a printer, you can save an electronic copy of your training documentation by completing a Screen Capture. To complete a screen capture:



1. Display the quiz results or certificate you want to capture.
2. Click on the Print Screen button (in upper right corner of most Dell full keyboards).
3. Open a blank Word Document.
4. Click on the Paste Button located on the left of the Home tab to paste the screen capture in Word.
5. Name and save the Word document.



Submitting a Staff Development Completion Form

After completing a training activity, you must submit a Staff Development Completion form to update your 2018 SDU Report. Select the 2018 Staff Development Completion Form link located on the employee intranet, fill in the required information, and submit the form to confirm completion of the activity. You may also access the form using the following link:

[@2018 Staff Development Completion Form](#)



FY 2018 Staff Development Completion Form

Submit this form for all staff development activities completed during fiscal year 2018 (July 1, 2017 - June 30, 2018). All completed activities will be added to your 2018 SDU Report upon your submission of this form. You will receive an email which contains a link to your current SDU Report. Please review your report on a regular basis to ensure the information contained is accurate. Should you find any inaccuracies or have any questions, please feel free to contact staffdevelopment@wiregrass.edu

To view the full Staff Development Policy/Procedure, please visit the WGTC Policy Manual at http://www.wiregrass.edu/accreditation/policy_manual/human_resources/III_U_8_staff_development.html

Never submit passwords through Google Forms.

The link will open the FY2018 Staff Development Completion Form.

Click **Continue** at the bottom of each page after reading and entering the information in each section.

Click the Submit button on the last page of the form to submit your training confirmation.

NOTE: If your name or email address is not listed in the form, contact staffdevelopment@wiregrass.edu for assistance.

Viewing and Tracking Completed Staff Development

Within 24 - 72 hours of submitting a Staff Development Completion Form, you will receive an email confirmation indicating that the form has been processed. The email confirmation will contain a link to your 2018 SDU Report. The SDU Report will display all completed staff development activities. The information in the report is updated at the end of each month after a Staff Development Completion Form is submitted for any training activities.

Save the email as a confirmation of your completed training.



Mon 10/16/2017 3:32 PM

staffdevelopment@wiregrass.edu

Staff Development Activity Confirmation - FY 2018

To

We have received your Staff Development Completion Form for the following activity:

FY2018 TRAINING ACTIVITY INFORMATION>

- Activity Date: 10/16/2017
 - Activity or Course Title: Accessibility Compliance General Training - TCSG Mandatory
 - Presenter / Host: TCSG
 - Delivery Method: Previously Recorded Presentation
 - SDU Credit: 1
-

Credit for this activity will be added to your SDU Report by the end of the current month. Remember that supporting documentation need no longer be submitted to the SDU Coordinator. Instead, you should keep copies of supporting documents should they be required for accreditation or in the case of an audit.

If you have any questions concerning your staff development, please reply to this email.

Thank you,

Your Staff Development Committee

SUPPORTING DOCUMENTATION FOR:

College Courses:

- Transcript should bear your name and the term.
- Transcript should reflect a satisfactory **completion** of the course (C or better).

Activities not hosted by WGTC:

- If required, quiz or questionnaire results should show a passing grade.
- Pamphlets or flyers should reflect title, date, time, and summarize content.
- Emailed confirmations could also be used if they reflect title, date, & time, as well as summarize session content.

Staff Development Plan & Report

Each time a Staff Development Completion Form is submitted, the activity will be added to the Staff Development Plan & Report by the end of the month. Mandatory staff development activities for FY2018 are subject to change.

FY 2018 Staff Development Plan & Report

pg. 1 of 1
July 1, 2017 - June 30, 2018

Employee Name: <<Name>>

The table below displays mandatory activities assigned for the FY 2018 plan year. An email notification will be sent as soon as a training activity is scheduled. NOTE: Mandatory training requirements may change. Please email staffdevelopment@wiregrass.edu if you have any questions about your assigned mandatory activities.

Required Participants	Training Activities
Mandatory for all Full-Time, Part-Time and Adjunct Employees	<ul style="list-style-type: none"> • The Bridge - Harassment Prevention Training • TCSG Accessibility Compliance Training • Security/IT/FERPA (Cybersecurity) Training • HAZMAT Training Modules <ul style="list-style-type: none"> ◦ Right to Know Basic Awareness ◦ Fire Extinguisher Basics ◦ Bloodborne Pathogens ◦ Hazardous Waste (<i>Facilities, Allied Health, Food Services, and Fire Science employees only</i>)
Additional Mandatory for all NEW Full-Time, Part-Time, and Adjunct Employees	<ul style="list-style-type: none"> • Americans with Disabilities Act (ADA Training) • The Haven for Faculty and Staff Parts 1 and 2
Additional Mandatory for all NEW Full-Time and Adjunct Faculty and Enrollment Management Staff	<ul style="list-style-type: none"> • Assistive Technology Training
Additional Mandatory for all NEW Full-Time and Adjunct Faculty	<ul style="list-style-type: none"> • New Faculty Orientation
Additional Mandatory for Facilities & Security Employees	<ul style="list-style-type: none"> • Elevator Safety & Lift/Evac Chair Training
Additional Mandatory for Category 1 & 2 Employees and Facilities Staff	<ul style="list-style-type: none"> • Exposure Control and Bloodborne Pathogen Training

SDU ACTIVITIES COMPLETION

Below is a chart of activities you have completed for the FY 2018 Plan year. Please review your report on a regular basis. Contact staffdevelopment@wiregrass.edu if you should find any errors or omitted items. Remember, supporting documentation is no longer required to be submitted to the SDU Coordinator.

Print or save a copy for your records. To save a copy of your report, Select File from the menu. Select Download As, then Select PDF

