

# County of Ventura



**Mission:**  
To provide a robust learning and organizational infrastructure in order to develop a skilled and effective County of Ventura workforce.

## Training & Organizational Development

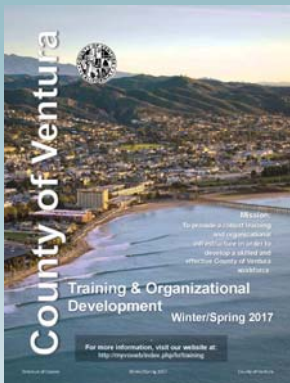
Winter/Spring 2017

For more information, visit our website at:  
<http://myvcweb/index.php/hr/training>

# County Executive Office

## Human Resources

### Training and Development



is pleased to offer a variety of training classes for Ventura County employees. Courses are focused on enhancing employees' professional development and building their skills to ensure a quality and effective workforce.

**Courses include:** Supervision Basics, Career Development, Real Colors®, Lean Six Sigma

Organizational improvement training, Discrimination & Harassment Prevention, Workplace Security and a wide variety of computer classes such as: Microsoft Word, Excel, Powerpoint, Access, online learning opportunities and more.

#### How to enroll:

Register through VCHRP Self Service or contact your department's Training Representative for assistance.

Go to <https://vchrp.co.ventura.ca.us> for enrollment:

VCHRP > Main Menu > Self Service > Learning & Development > Request Training Enrollment

VCHRP will generate an **Enrollment Status** email once your Training Representative processes your training request. Please print and bring your confirmation email to the training.

#### Late Cancellation

Class enrollment must be canceled no later than 5pm three (3) calendar days prior to the class date. Cancellations made after that time will be charged a **\$25.00** No Show/Late Cancellation fee.

#### How to Contact us:

We want your feedback. Is there a class you do not see listed that you would like to take? Is the class you want to take already full? Let us know.

[Training.Administration@ventura.org](mailto:Training.Administration@ventura.org)

or (805) 654-2682

## Lynda.com

Ventura County employees can have full access to the Lynda.com video library of engaging, top quality courses taught by recognized industry experts.

Classes include leadership, conflict management, computer skills, communication and more! All advanced Microsoft computer training can be accessed through Lynda.com.

Contact [Training.Administration@ventura.org](mailto:Training.Administration@ventura.org) for access to trainings at NO COST.



## Toastmasters Clubs:

Do you ever have to give updates at meeting? Public speaking is a fundamental communication skill. It is more than just formal presentation. Toastmaster International helps people learn the art of speaking, listening and thinking. Practice and improve these vital skills that enhance leadership potential and promote self confidence by joining one today.

For more information on one of the four (4) County-wide clubs, please visit: [Toastmasters on MyWCWeb](http://myvcweb/index.php/toastmasters-page)  
<http://myvcweb/index.php/toastmasters-page>





## New Employee Discrimination Prevention

VC0002

**\$25.00** No Show/Late Cancellation fee Applies

Th	January 19.....	1 - 5pm
Th	February 16.....	1 - 5pm
Th	March 16.....	1 - 5pm
Th	April 20.....	1 - 5pm
Th	May 18.....	1 - 5pm
Th	June 22.....	1 - 5pm

*All classes in Lower Plaza Assembly Room-HOA*

## Discrimination Prevention Refresher

VC0025

**\$25.00** No Show/Late Cancellation fee Applies

***Discrimination Prevention Refresher is available online!***

Non-discrimination compliance and sexual harassment prevention training is required for all employees. A refresher class is required every 2 years. Contact

[Training.Administration@ventura.org](mailto:Training.Administration@ventura.org)  
to sign up.

If you don't have access to a computer, we still offer instructor lead trainings:

W	March 29.....	8:30am - 10:30am
T	June 6.....	8:30am - 10:30am

*All classes in Lower Plaza Assembly Room-HOA*

## New Employee Workplace Security

VC0001

**\$25.00** No Show/Late Cancellation fee Applies

Th	January 19.....	8am - 12pm
Th	February 16.....	8am - 12pm
Th	March 16.....	8am - 12pm
Th	April 20.....	8am - 12pm
Th	May 18.....	8am - 12pm
Th	June 22.....	8am - 12pm

*All classes in Lower Plaza Assembly Room-HOA*



## Workplace Security Refresher

VC0055

**\$25.00** No Show/Late Cancellation fee Applies

T	February 28.....	8:30am - 11:30am
T	April 11.....	8:30am - 11:30am
T	June 13.....	8:30am - 11:30am

*All classes in Lower Plaza Assembly Room-HOA*

## De-Escalation Training

VC0240

**\$25.00** No Show/Late Cancellation fee Applies

T	March 14.....	8:30am - 11:30am
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*All classes in Lower Plaza Assembly Room-HOA*

# Career Development

**\$25.00** No Show/Late Cancellation fee Applies

## **Customer Service** VC0040

Identify ways to provide great customer service, both internally and externally. Understand the principles of public service. Anticipate expectations; develop skills for remaining skillful under pressure.

T January 10..... 8:30am - 12:30pm

## **Strategic Communication** VC0041

Turn vague communication that creates rework and mistakes into specific communication that increases productivity. Increase clarity by listening to what is meant behind the spoken words. Provide leadership for positive outcomes.

T January 24.....8:30am - 12:30pm

## **Stress Management** VC0044

This course will identify the key elements of stress management including the recognition of stress, causes of stress and the benefits of stress management. Emphasis will be placed on a multitude of ways to handle stress in order to have a more productive professional and private life.

T February 7.....8:30am - 12:30pm

## **Time Management** VC0043

Take back your day. Lessen the feelings of being overwhelmed. Master workflow with a 5 step process. Learn to increase productivity by chunking time and managing interruptions. Make the first hour of the work day the most productive and set the tone for the rest of the day.

T February 21.....8:30am - 12:30pm

## **Working with Power and Influence** VC0195

Tap into three sources of power and influence for truly fulfilling your professional role. Three sources of power include being authentic, taking charge of your career, and understanding that how people perceive you affects how they interact with you.

T March 7.....8:30am - 12:30pm

## **Conflict Resolution** VC0045

Learn what the true nature of conflict is and how to resolve it; learn techniques to prevent yourself and others from allowing conflict to escalate; how to prevent future conflict and ensure differences of opinions remain constructive.

T March 21.....8:30am - 12:30pm

## **Creative Problem Solving** VC0087

One of the more critical problem solving skills is learning how to manage mistakes by turning mistakes into learning opportunities. Learn eight of the most common kinds of mistakes and how to talk about them to reduce rework, increase productivity and feel more successful with your team.

T April 4.....8:30am - 12:30pm



## **Embracing Generational Diversity** VC0067

Never before have four generations of Americans worked together in the same workforce. Learn how to better relate to your peers of different generations by understanding the events that shaped their personalities; learn about what motivates each; and their preferred style of communication. Leave all judgements at the door.

T April 18..... 8:30am - 12:30pm

## **Introduction to Public Speaking** VC0174

Times have changed for how we need to receive information, and so our speaking skills need to change as well. Refresh and enliven your speaking skills and use of Power-Point. Learn how to craft a compelling story, make your ideas memorable and give executive updates at meetings.

T May 2.....8:30am - 12:30pm

## **Basic Business Writing** VC0175

Avoid common writing pitfalls. Identify successful writing habits that increase the ability to solve problems together and increase your credibility. Turn your words into powerful ideas with strong purpose. Create clarity for successful collaborations with your writing.

T May 16.....8:30am - 12:30pm

*All classes will be held at the Hall of Administration in Room 231*

*Classes are subject to change without notice.*

**\*\*\*Attendance is subject to department approval\*\*\***

**For more information, visit our website at: <http://myvcweb/index.php/hr/training>**



## Supervision Basics

**\$25.00** No Show/Late Cancellation fee Applies

### Supervision 1: Effective Practices VC0014

W January 11..... 8:30am - 3:30pm  
 W April 19..... 8:30am - 3:30pm

### Supervision 2: Personnel Practices VC0015

W January 25.....8:30am - 12:30pm  
 W May 3.....8:30am - 12:30pm

### Supervision 3: Hiring Interviews VC0016

W February 8.....8:30am - 12:30pm  
 W May 10.....8:30am - 12:30pm

### Supervision 4: Performance Reviews VC0017

W March 1.....8:30am - 12:30pm  
 W May 24.....8:30am - 12:30pm

### Supervision 5: Liabilities for Supervisors VC0018

W March 8.....8:30am - 12:30pm  
 W June 7.....8:30am - 12:30pm

### Supervision 6: Coaching, Counseling and Corrective Action VC0019

W March 22.....8:30am - 3:30pm  
 W June 14.....8:30am - 3:30pm

### Supervision 7: Introduction to Mediating Employee Conflict VC0194

W April 5.....8:30am - 4:30pm  
 W June 28.....8:30am - 4:30pm

*All classes will be held at the Hall of Administration in Room 231*

## Computer Classes

**\$25.00** No Show/Late Cancellation Fee Applies

*All classes will be held at:*

*Ventura College Campus; 71 Day Rd. Ventura*

### Beginning Microsoft Excel 2013 VC0129

T/Th Jan 31 & Feb 2.....8:30am - 12:30pm  
 T/Th March 7 & 9.....8:30am - 12:30pm  
 T/Th April 4 & 6.....8:30am - 12:30pm  
 T/Th May 2 & 4.....8:30am - 12:30pm

### Intermediate Microsoft Excel 2013 VC0130

T/Th February 14 & 16.....8:30am - 12:30pm  
 T/Th April 18 & 20.....8:30am - 12:30pm

### Advanced Excel 2013 VC0131

T/Th April 25 & 27.....8:30am - 12:30pm

### Beginning Microsoft Word 2013 VC0132

T/Th Feb 28 & Mar 2.....8:30am - 12:30pm  
 T/Th April 11 & 13.....8:30am - 12:30pm

### Beginning Microsoft Access 2013 VC0005

T/Th January 24 & 26.....8:30am - 12:30pm  
 T/Th March 14 & 16.....8:30am - 12:30pm

### Intermediate/Advanced Access 2013 VC0007

*(4 day class)*

T/Th March 21 & 23.....8:30am - 12:30pm  
**AND**  
 T/Th March 28 & 30.....8:30am - 12:30pm

### Beginning Microsoft PowerPoint 2013 VC0010

T/Th February 7 & 9.....9:00am - 12:00pm



*Classes are subject to change without notice.*

**\*\*\*Attendance is subject to department approval\*\*\***

For more information, visit our website at: <http://myvcweb/index.php/hr/training>

## Lean Six Sigma

**\$25.00** No Show/Late Cancellation Fee Applies

### *Yellow Belt Training*

VC0070

This one day workshop teaches front line staff the basics of Lean Six Sigma using a fun hands-on statapult simulation.

- F March 10.....8:30am - 4:30pm
- F May 12.....8:30am - 4:30pm
- F July 7.....8:30am - 4:30pm

*All classes will be held at the Hall of Justice in the Pacific Conference Room.*

### *Green Belt Training*

VC0071

This course provides the level of training required to facilitate an improvement event.

*This is a four day training.*

- Th-F January 12 & 13.....8:30am - 5:00pm
- and
- Th-F January 26 & 27.....8:30am - 5:00pm

## SIRE Training

VC0058

SIRE is the tool the County uses to submit Board Letters to the Reviewing Agencies in order to appear on the Board of Supervisors agenda. In addition, the SIRE class explains the process for submitting Board Letters, Contracts, Resolutions, and Ordinances for approval from pre-meeting, meeting, and post-meeting.

- Th January 19.....9:00am - 12:00pm
- Th March 16.....9:00am - 12:00pm
- Th June 8.....9:00am - 12:00pm
- Th September 7.....9:00am - 12:00pm

*All classes will be held at the Hall of Administration in Room 231*

## Real Colors®

VC0009

**\$25.00** No Show/Late Cancellation Fee Applies

This dynamic workshop will provide participants with the skills to understand human behavior, uncover strength motivators specific to each temperament and improve communication with others without being judgmental when others are different.

- Th January 12.....9:00am - 4:00pm
- Th March 2.....9:00am - 4:00pm
- Th May 11.....9:00am - 4:00pm

*All classes will be held at the Hall of Administration in Room 231*



## Train the Trainer

VC0088

Designed for Subject Matter Experts who provide training for the County. Provides best adult learning methods, delivery tips for combining lecture, case studies and learning activities that stimulate learning and interest. **Space is limited.**

- T February 14.....8:30am - 4:30pm

*Classes are subject to change without notice.*

**\*\*\*Attendance is subject to department approval\*\*\***

For more information, visit our website at: <http://myvcweb/index.php/hr/training>

# Auditor Controller VCFMS

The following VCFMS classes are strictly for VCFMS users.  
**\$25.00** No Show/Late Cancellation fee Applies

## VCFMS Accounting & Document Templates VC0172

Overview that will show users how to create accounting and document templates that contain all the desired and required accounting information without having to type it in.

W January 11.....8:30am - 10:00am  
 Th May 11.....8:30am - 10:00am

## VCFMS Beginning InfoAdvantage VC0179

InfoAdvantage is a web-based extract & reporting tool that provides users the ability to view & refresh developed queries; run ad hoc reports; access to the Standard Monthly Financial reports.

T January 24.....1:30pm - 5:00pm  
 T April 25.....1:30pm - 5:00pm

## VCFMS Internal Transactions Training VC0180

This refresher course reviews basic concepts, terminology, policy and practices associated with processing internal transactions. It includes new event types to address various departmental requirements as well as Internal Exchange Transactions (IET), Internal Transactions Initiator (ITI), Internal Transaction Agreement (ITA).

Th February 16.....1:30pm - 4:30pm  
 W May 3.....1:30pm - 4:30pm

## VCFMS Intermediate Info Advantage VC0182

This course is offered to anyone who has taken VCFMS Beginning InfoAdvantage; create basic original queries via enhanced InfoAdvantage access rights; Access the Financial Universes of data.

Th February 9.....1:30pm - 5:00pm  
 Th March 23.....1:30pm - 5:00pm  
 Th May 25.....1:30pm - 5:00pm

## VCFMS Beginning Procurement Training VC0183

This class will include: Create, copy, modify & discard Requisitions; Shop for Master Agreements to make Delivery Orders (DO) or Blanket Delivery Orders (BDO).

W January 18.....1:30pm - 5:00pm  
 W March 22.....1:30pm - 4:30pm  
 W May 17.....1:30pm - 5:00pm

## VCFMS Fixed Assets Construction in Progress VC0192

Construction in Progress (CIP) introduces life cycle and how to create fixed asset documents for CIP; Also know how the Program Asset Generation chain interacts with the CIP process.

W March 15.....8:30am - 11:30am

## VCFMS Journal Voucher Training VC0185

An overview of the JV process; creating different JV type transactions within VCFMS; search & understand VCFMS inquires related to JV documents.

W February 1.....1:30pm - 4:30pm  
 T May 9.....1:30pm - 4:30pm

## VCFMS Cost Accounting Training VC0186

An overview of functionality for Cost Accounting: Setup, Modifications, Budget Structure, Funding Setup and Reimbursement.

Th December 15.....8:30am - 12:00pm  
 Th March 16.....8:30am - 12:00pm

## VCFMS Budgetary Control VC0187

An overview of: Budget Processes /Controls, reviewing Chart of Accounts and Budget Structures; discussing tools available for analyzing budgets; and stepping through Expense and Revenue Budget Structures. The class covers a small portion of Budget Monitoring, but the major part of it is on processing Budget Modification documents (APEBCEO & BGRVCEO).

W December 7.....1:30pm - 5:00pm  
 Th February 9.....8:30am - 12:00pm

## VCFMS Grants Management Training VC0188

Provide the processes to create entries in reference tables, set up grant date alerts, create and review grant opportunity documents, and complete response documents.

Th March 9.....8:30am - 12:00pm

## VCFMS Fixed Asset Refresher VC0189

You will be introduced to Fixed Assets and will learn how to acquire fixed assets manually and through the shell generation process; track betterments to an assets; adjust costs during its life cycle. Overview refresher with lessons learned.

W February 8.....8:30am - 12:00pm  
 W April 19.....8:30am - 12:00pm

## VCFMS Cash Receipts Processing VC0193

The Cash Receipt Processing course explains Cash Receipts Processing for non-AR users. You will learn how to deposit cash, checks, and credit card receipts.

T January 10.....1:30pm - 4:00pm  
 Th April 20.....1:30pm - 4:00pm

## VCFMS VCUST/VSS Training VC0230

This course will discuss the vendor/customer table (VCUST), and how to create and modify a vendor account. Also, an overview of Vendor Self-Service (VSS) will be provided and how it affects users.

W February 15.....8:30am - 11:00am

## VCFMS Payments VC0232

This course will discuss the various types of vendor payment documents including: the IN document for vendor payments, GAX document for reimbursements, and PRC document for procurement card payments. Also, future document triggering and multi vendor GAX documents will be discussed.

W December 7.....8:30am - 11:30am  
 W March 8.....8:30am - 11:30am

## VCFMS InfoAdvantage Refresher VC0233

This course is offered to anyone who has taken VCFMS Intermediate InfoAdvantage; this course is to help with individuals queries via enhanced InfoAdvantage access rights. This course is intended for user who want to work on specific queries or problems they are having.

Th January 12.....2:00pm - 4:00pm

*All classes will be held in the Auditor-Controller's computer lab on the 3rd floor.*

# IT Project Leadership Academy

The Project Leadership Academy will help ensure that project managers, supervisors, and technical team leaders have the skills needed to effectively complete projects, mitigate risk at critical points, increase overall quality, maximize customer satisfaction and communication, and closely manage and predict costs. The inclusion of Lean methodology and tools will enhance a project manager's ability to manage the operational impacts of the implementation.

The newly revised PLA program will consist of two (2) tracks – a certified project manager track, and a project management overview track for supervisors/managers who may have project managers working on their teams.

To successfully become a certified project manager, a commitment to attend ALL five (5) PLA sessions is expected, along with completion of the mentorship program. The mentorship program is conducted on the first project a student manages for his/her department following completion of the PLA courses. Successful completion of all PLA sessions and mentorship program will include a formal PLA certification for graduates. Due to space limitations, capacity for twenty (20) certified project management students is available per PLA session.

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**There is no charge for the PLA, however, for the certified project manager track, a license for Microsoft Project 2013 will be required to be purchased by your department. Please have your Microsoft Project license available by the first class date, in order to complete class assignments. Contact the IT Services Help Desk to request MS Project on a subscription basis through Office 365 (on multiple devices for \$200/year). To access the PLA application, go to: [http://vcportal.ventura.org/VCWEB/ITSD/forms/PLA\\_Announcement\\_&\\_Application\\_Spring\\_2017.doc](http://vcportal.ventura.org/VCWEB/ITSD/forms/PLA_Announcement_&_Application_Spring_2017.doc)**

**Please complete and return your departmental authorized application via email to**

**[patricia.holland@ventura.org](mailto:patricia.holland@ventura.org) by **February 17, 2017**.** If an employee has applied for a prior PLA, and is on the waiting list, please resubmit the application, indicating continued interest to participate, commitment to completing all requirements of the PLA Program, and continued departmental authorization and support.

**Please Note: Due to the limited space, departments with numerous PLA applications will be asked to prioritize the department candidate list for PLA consideration.** Applicants who are not accommodated during this PLA session can be considered for future PLA sessions.

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It is important to be fully aware of the program expectations. Being a participant of the PLA requires departmental leadership support, a commitment to attend all sessions, complete all assignments, and requires a large commitment of your time. Please apply if you are fully committed to completing the Project Leadership Academy Program.

The Academy curriculum will consist of a combination of formal classes, self-study, practical projects and exercises. A timeline of activities follows:

Submit applications to the PLA by	2/17/2017
PLA Application Review and Notification	2/20 – 3/10/2017
Project Management Methodologies, Controls & Tools: Part #1	3/30/2017
Project Management Methodologies, Controls & Tools: Part #2	4/5/2017
Lean Practices in Project Management	4/13/2017
MS Project Fundamentals: Part#1	4/20/2017
MS Project Fundamentals: Part#2	4/27/2017
Individual Mentorship	Spring/Summer 2017*
PLA Certification	Summer/Fall 2017*

\*dependent upon individual timing and completion of a departmental project by the student

The application and selection process includes completion of the PLA questionnaire, departmental approval verification and a review of applications. PLA applications are to be submitted via email for review to [patricia.holland@ventura.org](mailto:patricia.holland@ventura.org) by **February 17, 2017**.