Work from Home Options – Winter Quarter 2020 Modified Operations

To be used when a position cannot fully telecommute. The supervisor may direct the employee to complete specific options, or assign priority to specific options.

Employees: Email documentation to your supervisor at the end of each work day. Documentation can include a certificate of completion, a copy of the screen that indicates completion, or if not available, document the videos you viewed, the policies you read or the courses you completed by listing the title, date completed, and number of hours/minutes.

Training for:	Training	Time	Access
All Employees	EAP Webinars		EAP Webinars Document the videos you viewed by listing the title, date completed, and number of minutes. Email documentation to your supervisor at the end of the work day.
All Employees	EAP Orientation	13 minutes	https://youtu.be/ifbbASbQmfU
All Employees	Depression & Anxiety: Relationship to Stress	57 minutes	https://youtu.be/Zabqy_ryntE?rel=0
All Employees	Suicide Prevention – What You Need to Know	1 hour	https://youtu.be/TXn5PvAsIkc
All Employees	Assertiveness and Self Confidence	35 minutes	https://youtu.be/_p4XjK6hSSQ
All Employees	Generation Gaps	36 minutes	https://youtu.be/OR20QXQlkm8
All Employees	Stress Management	33 minutes	https://youtu.be/PFSxPhJAhlI

All Employees	Emotional Intelligence	37 minutes	https://youtu.be/uRiVKsGOARE
All Employees	Anger Management	45 minutes	https://youtu.be/ulWKw4OBERY
All Employees	Work-Life Resources	11 minutes	https://youtu.be/1NVEMeKTVK8
All Employees	**Labor and Industries Workplace Safety Training**		Upon completion, print the certificate, or the final test score, or a screen print of the final slide or image. Email documentation to your supervisor at the end of the work day.
All Employees	Ergonomic Awareness for Employees and Supervisors	23 minutes	https://lni.wa.gov/safety-health/safety-training-materials/online-safety-training
All Employees	Preparing Your Office for an Earthquake	7 minutes	https://lni.wa.gov/safety-health/safety-training-materials/online-safety-training
All Employees	Violence on the Job	21 minutes	https://lni.wa.gov/safety-health/safety-training-materials/online-safety-training
All Employees	Working with Stress	16 minutes	https://lni.wa.gov/safety-health/safety-training-materials/online-safety-training
All Employees	**CC Emergency Management**		Document the videos you viewed by listing the title, date completed, and number of minutes. Email documentation to your supervisor at the end of the workday.
All Employees	Review Emergency Response Procedures		Emergency Response Procedures 1.100 Emergency Procedures
	Review Emergency & Crisis Response Plan		Emergency Crisis & Response Plan 1.101 Emergency and Crisis Response Plan

All Employees	Review CC Policies and Procedures		CC Policies and Procedures Document the policies you reviewed by listing the title, date completed, and number of minutes. Email documentation to your supervisor at the end of the work day.
All Employees	Suspended Operations Procedures		Suspended Operations Procedures 1.350 Suspended Operations
All Employees	Ethics Policy		Ethics Policy 1.070 State Ethics Law RCW 42.52
All Employees	Computer and Network Acceptable Use Policy		Computer Use Policy 1.065 Computer, Network & Electronic Mail Use
All Employees	Travel Regulations		Travel Regulations 1.360 Travel Regulations
All Employees	Review CC Hiring Procedures		CC Hiring Procedures
All Employees	Washington State Ethics Board Online Quiz	10 – 15 minutes	WA State Ethics Board Quiz Print the completion screen and send it to your supervisor.
All Employees	Mandatory Reporting of Child Abuse and Neglect	1 hour	https://www.dcyf.wa.gov/safety/mandated-reporter Scroll down to the Mandatory Reporter Tool Kit video presentation (1 hour) Certificate of Completion available at the end. Send certificate to your supervisor.
All Employees	Dept. of Enterprise Services Contract Management Training	13.5 hours	http://lms.des.wa.gov/ If your account is not active or if you have trouble logging in, please wait for further instruction via email. We are working to activate/reactivate accounts for all employees who are required to complete this training.

	Retirement Planning		
Employees who participate in PERS, TERS, or DCP	Dept. of Retirement Systems Video training. There are also scheduled webinars on specific dates.	Varies from 1 minutes to 1 hour each	https://www.drs.wa.gov/education/ Document the videos or webinars you viewed by listing the title, date completed, and number of minutes. Email documentation to your supervisor at the end of the work day.
Employees who participate in the State Board Retirement Plan	TIAA training topics articles	Varies	https://www.tiaa.org/public/learn/personal-finance-101 Document the videos or webinars you viewed by listing the title, date completed, and number of minutes. Email documentation to your supervisor at the end of the work day.
	Everfi Training		Requires that employees be uploaded in the system and be assigned each specific course. Please wait for further instructions via email. Employees must download a certificate of completion for each training completed and proved it to their supervisor.
All Employees	Bridges: Building A Supportive Community	30 minutes	Send certificate of completion to your supervisor.
All Employees	Workplace Violence Prevention (EDU) (New - 2016)	30 minutes	Send certificate of completion to your supervisor.
All Employees	Managing Bias	20 minutes	Send certificate of completion to your supervisor.
All Employees	Injury & Illness Prevention (EDU) (New – 2016)	20 minutes	Send certificate of completion to your supervisor.

All Employees	Harassment & Discrimination Prevention	45 minutes	Send certificate of completion to your supervisor.
All Employees	FERPA Basics (New – 2016)	45 minutes	Send certificate of completion to your supervisor.
All Employees	EDU: Clery Act Basics	45 minutes	Send certificate of completion to your supervisor.
All Employees	Diversity: Inclusion in the Modern Workplace (EDU)	45 minutes	Send certificate of completion to your supervisor.
All Employees	Bullying in the Workplace	30 minutes	Send certificate of completion to your supervisor.
All Employees	Accommodating Disabilities	45 minutes	Send certificate of completion to your supervisor.
All Employees	Checkpoint: Data Security & Privacy	1 hour 30 minutes	Send certificate of completion to your supervisor.
	CANVAS Training		
Faculty	Canvas Basics for Faculty		Contact Sarah Michel in eLearning at sarah.mickel@centralia.edu for registration information. Completion tracked in Canvas
Faculty	SBCTC Public Canvas 101 Course		https://sbctc.instructure.com/courses/1899056 Completion tracked in Canvas
All Employees	OER 101: How to Use Open Education Resources		This 2-week, asynchronous, online course is designed for faculty and staff who have never experienced Open Educational Resources (OER) or who are just getting started implementing OER. To learn more, preview the lessons from OER 101. Please see the course registration page for upcoming training dates. https://www.sbctc.edu/colleges-staff/programs-services/educational-technology-open-education/elearning-professional-development.aspx

All Employees	Accessibility Micro-Courses		https://www.waol.org/lti/Register/RegisterStart?CourseId=TR11&Term=81&Section=1 SBCTC offers a variety of accessibility-related micro-courses. Each course is approximately 3 hours in length and focuses on particular skills and/or content creation programs. Current micro-courses include: Understanding Accessibility, Accessible Design Concepts, Universal Design, Accessible Word Documents, Accessible PPT, Email Accessibility, Accessible PDFs, Canvas Accessibility. Participants are awarded with digital badges upon completion of each micro-course. Participants who complete five micro-courses (15 hours) will also receive a certificate from SBCTC. Registering in the accessibility micro-courses will give participants ongoing access to the courses. There are no course start/stop dates. Users can remove themselves from the Canvas course at any point. To preview the lessons please visit SBCTC's Library of Accessibility Resources. For more information, contact: SBCTC eLearning Staff elearning@sbctc.edu 360-704-3942
All Employees	Mandated Reporting		Mandated Reporting
All Employees	Chemical Hazard Communication Program		Chemical Hazard Communication Program
All Employees	ALICE Active Shooter Training		ALICE Active Shooter Training
All Employees	Employee Assistance Program (EAP)		Employee Assistance Program
All Employees	Ethics and the Community College		Ethics and the Community College
All Employees	Disability and Reasonable Accommodation		Disability & Reasonable Accommodation
All Employees	Customer Centered Service		Customer Centered Service

All Employees	Sexual Harassment Awareness		[Sexual Harassment Awareness](#)
All Employees	Performance Evaluations for Employees and Supervisors		[Performance Evaluations](#)
All Employees	Reasonable Suspicion – Drug & Alcohol-Free Workplace		[Reasonable Suspicion - Drug & Alcohol-Free Workplace](#)
All Employees	Safety in the Workplace 1, 2, and 3		[Safety in the Workplace 1, 2 & 3](#)
All Employees	L & I Workplace Safety		[L & I Workplace Safety](#)
All Employees	Ergonomics		[Ergonomics](#)
All Employees	FERPA		[FERPA](#)
	Panopto Recordings		
All Employees	"Check Yourself" Diversity Workshop on Microaggressions videos		[Check Yourself: Diversity Workshop on Microaggressions](#)
All Employees	"The Power of Positive Communication"		[The Power of Positive Communication](#)
All Employees	"What is Over-Accommodation?" Service Animals, Captioning & Ethics in the Classroom		[Reasonable Accommodation](#)
All Employees	"The Three C's" Change, Conflict & Communication		[The Three C's](#)

All Employees	"Ethics in Public Service"		Ethics in Public Service
All Employees	"Bystander Intervention"		Bystander Intervention
All Employees	"Strengthening Our Racial Equity Lens"		Strengthening Our Racial Equity Lens
All Employees	"Managing Employee Performance" for Supervisors		Managing Employee Performance