Dear District Employees:

We are excited to provide you with a preview of our 2019-2020 Professional Development Academy (PDA), with several new and unique features! See below for details.

**NEW PDA FEATURES for 2019-2020**

1. **ANNUAL CALENDAR**
   a. Based on your feedback, PDA is pleased to provide you with an annual calendar of workshops (see attached flyer) with dates selected based on feedback from each college

2. **MINI CERTIFICATES**
   a. PDA will offer six Mini Certificates for 2019-2020, with multiple workshop options (see attached PDA Menu flyer)
   b. Participation in individual workshops is permitted, but certificates will only be awarded for attendance of at least four workshops in a series
   c. **Registration links to follow early next week**

3. **FLEX DAY INTEGRATION**
   a. PDA is pleased to integrate into Flex Days (see attached PDA Menu flyer for dates)
   b. 4 workshops from the Communication Skills series will be offered in the mornings (9:00 AM – 12:00 PM)
   c. 4 workshops from the Supervisory Skills series will be offered in the afternoons (1:00 – 4:00 PM)

4. **GOOGLE SUITE CERTIFICATION**
   a. PDA is pleased to partner with Google Applied Digital Skills (see attached Applied Digital Skill Guide for details)
   b. Advance your digital skills and earn your Google Suite Certification through self-paced online lessons
   c. All individual modules are offered free of charge
   d. PDA will cover the cost of Certification for the first 50 SMCCCD employees who register and complete all modules using their SMCCCD email address!
   e. **Registration details to follow early next week**

5. **OTHER TECHNOLOGY SKILLS**
   a. PDA will release a survey next week requesting your input on hot topics you want to learn about in Microsoft Word, Excel, and Office
   b. Technology workshops will be topic focused based on your input
   c. **Survey to follow next week**

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