

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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