



**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
CLASSIFIED TRAINING CATALOG & WELLNESS ACTIVITIES
2025-2026 ACADEMIC YEAR**



Table of Contents

2025-2026 Academic Year – Training Calendar – Classified	1
Training Session Descriptions.....	3
EEO & Diversity Training Session Descriptions	3
Department of Human Resources Training Session Descriptions	3
Insurance & Benefits Training Session Descriptions.....	5
Optum Employee Assistance Program (EAP) Training Session Descriptions.....	5
Other Training Session Descriptions.....	6
Other Training Resources	6
Compliance/Required Trainings.....	7
SafeColleges Course Descriptions.....	8
Wellness Activities	9
Wellness Challenges	9
Physical Activity Challenge – Fall 2025.....	9
Financial Well-being Challenge – Spring 2026	10
PAC & Back Walks	10

2025-2026 Academic Year - Training Calendar – Classified

Please note, trainings indicated with an asterisk (*) are open to all regular employees. For sessions that indicate RSVP, please manually add training details to your calendar.

August 2025

August 19, 2025	New Employee Orientation*	8:30-4:30	1731	Invite Only
August 21, 2025	Your Rights and Responsibilities Under Civil Right Law	2:30-4:00	1431	Flex Day – No Registration
August 21, 2025	Open Lab for Mandatory Trainings*	2:30-4:00	1432	Flex Day – No Registration
August 22, 2025	Selection Committee Training*	9:00-11:00	1434	Flex Day – No Registration
August 22, 2025	Bias Incident and Hate Crime Prevention*	10:45-11:45	1633	Flex Day – No Registration

September 2025

September 17, 2025 Cancelled due to low enrollment	Equal Employment Opportunity (EEO) Representative Training for Selection Committees*	2:00-4:00	Zoom	EEO917 (Registration)
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October 2025

October 15, 2025	Get the Best of Stress (EAP)*	2:00-3:00	Virtual	EAP1015 (Register)
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November 2025

November 5, 2025	Selection Committee Training*	2:00-4:00	Zoom	SCT1105
November 21, 2025 Cancelled due to low enrollment	Equal Employment Opportunity (EEO) Representative Training for Selection Committees*	12:00-2:00	Zoom	EEO1121 (REGISTER)

December 2025

December 4, 2025	Maintaining Wellbeing Through Times of Uncertainty (EAP)*	2:00-3:00	Virtual	EAP1204
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January 2026

January 20, 2026	Selection Committee Training*	TBA	TBA	Flex Day – No Registration
January 20, 2026	Open Lab for Mandatory Trainings*	TBA	TBA	Flex Day – No Registration
January 20, 2026	TBD*	TBA	TBA	Flex Day – No Registration

February 2026

February 5, 2026 Rescheduling at Facilitators Request	A Process for Getting Done what is Most Important*	2:00-3:00	1731	Sign-In Sheet Available at Training
February 12, 2026 Cancelled due to no enrollment	Equal Employment Opportunity (EEO) Representative Training for Selection Committees*	2:00-4:00	Zoom	EEO0212 (REGISTER)

March 2026

March 25, 2026	Selection Committee Training*	10:00-12:00	Zoom	SCT0325 (REGISTER)
March 31, 2025	Classified Retreat	TBA	TBA	TBA

April 2026

April 16, 2026	Medicare 101*	3:00-4:00 4:00-5:00	1731	Sign-In Sheet Available at Training
April 8, 2026	Supporting Mental Health Concerns in the Workplace (EAP)*	10:00-11:00	Virtual	EAP0408 (Register)

May 2026

May 20, 2026	Equal Employment Opportunity (EEO) Representative Training for Selection Committees*	10:00-12:00	Zoom	EEO0520 (REGISTER)
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June 2026

June 11, 2026	Mindfulness (EAP)*	10:00-11:00	Virtual	EAP0611 (Register)
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Monthly

Monthly (2025)	Medicare Seminar – Retirement Workshop – (Medicare 101)	Varies (1 hour)	Virtual	MS2025 (REGISTER)
Monthly (2026)	Medicare Seminar – Retirement Workshop – (Medicare 101)	Varies (1 hour)	Virtual	MS2006 (Register)

TRAINING SESSION DESCRIPTIONS

If you see a training topic that you're interested in, but it is not being offered this year, let us know! We may be able to schedule a special session. Also, if there is a new topic that you'd like us to offer, reach out to training.development@napavalley.edu and we may be able to connect you with some resources or add it to a future training schedule.

CLASSIFIED RETREAT

Classified Retreat	
Target Audience	All Regular Classified Employees
Frequency & Length	All day offered 1x per year the Tuesday of Spring Break (Per Collective Bargaining Agreement)
Description	The Classified Retreat is a great opportunity for both fellowship and professional development. The Classified Retreat is a valuable opportunity for classified employees to come together as a group and support each other in their work and Campus Community. Classified employees are entitled to this day, and the Collective Bargaining Agreement grants all classified employees release time to attend this event.

EEO & DIVERSITY

EEO Representative Training for Selection Committees	
Target Audience	All Regular Employees
Frequency & Length	2.0 hour training offered 2x per semester
Description	The role of the EEO representative on the Selection Committee is to monitor the process in order to ensure that process adheres to the principles in Education Code §87100(a)(3) "that all persons receive an equal opportunity to compete for employment and promotion within the community college districts and by eliminating barriers to equal employment opportunity." Each selection committee includes an EEO Representative whose primary function is to ensure that appropriate procedures are adhered to and that the EEO perspective is maintained throughout all of the committee's deliberations. Thus, the EEO representative on the committee must receive specific anti-bias and compliance training and, if necessary, to report any perceived bias that cannot otherwise be resolved.

DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources offers trainings on a variety of topics such as Selection Committee training, Title IX & Civil Rights, etc.

Bias Incident and Hate Crime Prevention	
Target Audience	All Employees
Frequency & Length	1 hour as needed/requested
Description	The Bias Education and Response Team (BERT) is a group on campus whose mission is educate staff and students about conditions under which hate crimes and bias incidents occur in order to prevent such events. In this training we will discuss the reasons why these sorts of incidents occur, pro-active behaviors to prevent these situations, and best practices for response after commission.

New Employee Orientation (NEO)	
Target Audience	New probationary/permanent full-time and less-than-full time employees
Frequency & Length	Full day session offered one to two times per year (depending on the number of new hires).
Description	NEO includes an overview on topics such as training & development, emergency procedures, payroll, institutional technology, Diversity, Equity and Inclusivity.

Open Lab for Mandatory Trainings	
Target Audience	All Employees
Frequency & Length	1-1.5 hours as requested
Description	The safety of our faculty, staff and students is of utmost importance. As part of our compliance efforts, the district has contracted with Keenan SafeColleges to provide online compliance training courses for District employees. If you are new to Napa Valley College, have past due trainings, or need to complete the recently released trainings for the new school year, please consider using this space and time to complete these very important trainings. Please bring personal headphones to plug into the computer.

Performance Management and Evaluations	
Target Audience	Administrative/Confidential Employees
Frequency & Length	2.0 hours
Description	This is a very important session for administrative/confidential staff and will include information about the new DEI requirements for evaluations.

Selection Committee Training	
Target Audience	All Regular Employees
Frequency & Length	2.0 hour training offered 2x per semester
Description	This 2-hour training course provides an overview of the recruitment process and the role and responsibility of a selection committee. Employees and students who wish to serve on a selection committee must be trained before they serve on a committee. In addition, current policy requires those who have already been trained to refresh every two years in order to be compliant with the policy. The training includes a comprehensive review of federal and state laws, principles of diversity, equity, inclusivity, and accessibility (DEIA) that are the basis of our recruitment practice, and best practice tips and suggestions to help selection committees manage the successful screening, interview, and evaluation of job candidates.

Your Rights and Responsibilities under Civil Rights Law	
Target Audience	All Employees
Frequency & Length	1.5 hours as needed/requested
Description	Federally and state funded institutions have an obligation to follow regulations that can affect our funding and autonomy. This training will help you as an employee at such an institution to understand your legal duties to your students and co-workers and your rights. We will discuss reporting requirements, how to report, and best practices.

INSURANCE & BENEFITS

Medicare 101	
Target Audience	All Regular Employees
Frequency & Length	1.0 hours (45-minute training & 15-min Q&A) as needed/requested In-Person
Description	This training is being offered by the CalPERS unit who specialize in <u>ALL</u> CalPERS retiree Medicare plans to provide education to employees on the transition into Medicare as a CalPERS health plan participant. You will learn how Medicare works, when you are eligible for Medicare, and how to enroll in Medicare. This is great information for active employees and retirees.

Medicare Seminar – Retirement Workshop Webinars (Medicare 101)	
Target Audience	All Regular Employees, Family & Friends that may benefit
Frequency & Length	1.0 hour (45-minute training & 15-min Q&A) – Offered Virtually 1x per month
Description	Kaiser Permanente is offering free virtual Medicare Seminar webinars for employees and retirees and is applicable to any of the CalPERS health plans . This webinar is being offered by the CalPERS unit who specialize in <u>ALL</u> CalPERS retiree Medicare plans to provide education to employees on the transition into Medicare as a CalPERS health plan participant. This is great information for active employees and retirees. Please feel free to invite friends and family who might benefit from this educational event.

OPTUM EMPLOYEE ASSISTANT PROGRAM (EAP) SESSIONS

Get the Best of Stress	
Target Audience	All Employees
Description	In this training, participants will get an overview of stress basics as well as practical suggestions for coping with stressful situations, like in the workplace. The concept of stress hardiness is also introduced as a focus for healthy stress management. In addition, attendees will get tools to help them dial down stress and better understand personal and organizational aspects of stress.

Maintaining Wellbeing Through Time of Uncertainty	
Target Audience	All Employees
Description	Wellbeing consists of a complex combination of a person's physical, mental, emotional and social health factors, being strongly linked to happiness and life satisfaction. This session is designed to explore wellbeing through times of change. Participants will learn specific strategies in order to maintain their wellbeing through times of uncertainty.

Mindfulness	
Target Audience	All Employees
Description	Mindfulness practices, such as meditation, have become more mainstream in recent years. This training program uses lecture, guided meditation exercises, written exercises and group discussion as an introduction to how mindfulness practices can be incorporated into one's routine and help improve overall health.

Supporting Mental Health Concerns in the Workplace	
Target Audience	All Employees
Description	This session covers depression and anxiety, two of the most common mental health issues that can affect us, our families, friends and the workplace. Participants will learn important information about what depression and anxiety are, what to do, and where to go to find personal or family support.

OTHER TRAINING SESSIONS

A Process for Getting Done what is Most Important	
Target Audience	Administrative/Confidential and Classified Employees
Description	Developing a process for managing priorities, meeting deadlines, and getting done what is most important.

OTHER TRAINING RESOURCES

Vision Resource Center (VRC)	
Target Audience	All Employees with a napavalley.edu email. (must use work email to register)
Frequency & Length	Various self-paced trainings available for free
Description	The VRC is an online learning and communication platform that offers all California community college employees equitable access to professional development opportunities and supports efforts to fulfill the goals outlined in the Vision for Success. The VRC offers: Thousands of learning modules, including content specifically created for the California Community Colleges; systemwide online communities and a calendar that lists all professional development events open to California Community College professionals.
How to Enroll	Vision Resource Center

Compliance/Required Trainings - Classified

The safety of our faculty, staff and students is of utmost importance. As part of our compliance efforts, the District has contracted with Keenan SafeColleges to provide online compliance training courses for District employees. We are confident that you will find these courses to be informative towards maintaining a safe working and learning environment.

Participants will automatically be enrolled at time of hire and will receive an email with the mandatory training information and [log-in instructions](#). Trainings that are required to be completed on an annual or biannual basis will be automatically assigned to employees.

Training	Time Required	Required For	Frequency	Requirement Basis
Bloodborne Pathogen Exposure Prevention: Full Course (CA)	25 minutes	Custodial Staff Maintenance Staff Police Dept. Staff	New Hire + Annually	OSHA
Cyber Security Awareness: Security Awareness Essentials	28 minutes	All	New Hire + Annually (sent beg. of July)	Insurance

Training	Time Required	Required For	Frequency	Requirement Basis
Hazard Communications: Right to Understand (GHS)	32 minutes	All	New Hire or if an employee transfers to a new department or new process.	OSHA
Heat Illness Prevention (Outdoor)	23 minutes	Custodial Staff Maintenance Staff Police Dept. Staff	New Hire	Insurance
Injury and Illness Prevention Plan	20 minutes	All	New Hire and when there is a change to the policy.	OSHA
Mandated Reporter: Child Abuse & Neglect (AB 1432)	51 minutes	All	New Hire + Annually within first six (6) weeks of new school year.	Child Abuse and Neglect Reporting Act (CANRA)
NVC Level 1 – Emergency Training	137 minutes	All	New Hire	Insurance
Office Ergonomics	29 minutes	Police Dept. Staff All*	New Hire *When requesting an ergonomic evaluation*	Department Ergo Evaluation
Sexual Harassment Prevention for Non-Managers (SB 1343) (California)	60 minutes	All, except Admin.	New Hire + Every two years	SB 1343
California SB 553 Workplace Violence Prevention Definitions & Requirement NVC – Workplace Violence Prevention Plan	16 minutes 30 minutes	All	New Hire + Annually The NVC Workplace Violence Prevention Plan can also be found on the Human Resources webpage using the following link. Copies are also posted throughout campus in the following areas: - Faculty Lounge - Classified Lounge - Facilities Conf. Room - Custodial Break Room - 1500 Bldg. Kitchen - Upper Valley Campus	SB 533
Hazing Awareness and Prevention	53 minutes	Employees who advise or oversee student groups.	New Hire & Annually	Administrative Procedure 3436 - Hazing

SAFECOLLEGES COURSE DESCRIPTIONS

Bloodborne Pathogens: Exposure Prevention	
Description	<i>Bloodborne Pathogens: Exposure Prevention</i> course introduces the type, statistics, and scope of the disease; guidelines for the clean-up and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasize the practices of proper exposure control. The course contains specific references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC web sites.

Cyber Security Awareness: Security Awareness Essentials	
Description	While technology weaknesses always represent a security threat, one of the biggest threats to an organization's security today is human error. Employees who are unaware of the risks associated with their internet and technology usage, their role in securing their work environment can create security vulnerabilities for themselves and their organization. By the end of this course, employees at educational institutions will be able to describe the ways they can help protect against cyberattacks, define an Acceptable Use Policy and what it contains, explain best practices for protecting the security of smart devices and compare and contrast the pros and cons of "Bringing Your Own Device."

Hazard Communications: Right to Understand GHS	
Description	Exposure to hazardous chemicals on the job is a safety concern for millions of workers, including school staff. Teaching, administration, and maintenance staff commonly use chemicals for cleaning, disinfection, maintenance, and school labs. This interactive online course with live action scenarios demonstrates how OSHA's Hazard Communication regulations can help you work safely with chemicals and prevent injury to yourself and others. Learn to identify employer and employee responsibilities for safely communicating hazardous chemicals in the workplace, as well as how to interpret key information on container labels and Safety Data Sheets.

Heat Illness Prevention (Outdoor)	
Description	Keenan SafeColleges' <i>Heat Illness Prevention</i> course is designed for any employee that works in an environment that subjects them to excessive heat exposure.

Injury and Illness Prevention Plan	
Link	Injury Illness Prevention Program – August 2024

Mandated Reporter: Child Abuse and Neglect (AB 1432)	
Description	This course provides staff with an overview of law regarding the mandated reporting of child abuse, including who must report and reporting requirements. We also provide indicators and definitions of various forms of child abuse, the impact of abuse on children and child protection. The content in this course was designed with care and sensitivity; however, some may find certain topics personally upsetting, especially for survivors of sexual abuse or assault. If you feel the need to talk with someone, please contact your Human Resources Administrator or a related resource in your community.

NVC Level 1 – Emergency Training	
Description	This training will provide what is expected of you as a NVC employee, along with personal preparedness, and an overview of NVC's emergency operations, and an introduction to the Incident Command System (ICS), Emergency Operations Plan (EOP), National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).

Office Ergonomics	
Description	The Keenan SafeColleges' <i>Office Ergonomics</i> course reviews techniques to improve posture, stretching exercises, and provides instruction on proper workspace arrangement including chair, table, and computer terminal configurations.

Sexual Harassment Prevention for Non-Managers (SB 1343)	
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Description	California is a leader in protecting employees against sexual discrimination and harassment, so it's critical that employees understand the law regarding sexual harassment and know their role and obligations. This course is designed to provide California employees with a basic understanding of sexual harassment and strategies to maintain a harassment-free environment. Course topics include definitions of sexual harassment, what employers must provide in their anti-harassment policies, sexual harassment in the workplace and actions victims can take.
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California SB 553 Workplace Violence Prevention Definitions & Requirements	
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Description	This course will examine the legal expectations spelled out in SB 553 and the responsibilities the legislation places on employers. It will cover the definitions and requirements of the Labor Code enacted by SB 553. After taking this course, you should know what violence in the workplace is, understand how to respond to it, be familiar with how to report it, and identify the legal obligations that an employer has to keep workers safe.
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NVC Workplace Violence & Plan	
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Link	Workplace Violence Prevention Program Senate Bill 553 – Fall 2024
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Hazing Awareness and Prevention	
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Description	The goals of Keenan SafeColleges' <i>Hazing</i> course are to help you understand what hazing is, explain why hazing occurs, and educate you on identifying and addressing hazing incidents at your campus.
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WELLNESS ACTIVITIES

WELLNESS CHALLENGES

Engaging in wellness challenges is an effective way to promote physical and mental well-being, which are key drivers of professional success. Regular participation can improve focus, reduce stress and increase energy levels, leading to enhanced productivity and overall job performance. Additionally, wellness challenges foster a sense of community and collaboration, strengthening team dynamics and boosting morale. By prioritizing health, employees are better equipped to handle workplace demands, maintain a health work-life balance, and contribute to a positive, supportive work environment.

All Napa Valley College employees are encouraged to participate in the wellness challenges and activities. Emails will be sent to all employees with information regarding the challenges closer to the first day of registration.

Physical Activity Challenge – Fall 2025



(click on picture above to view demo of program)

What could be more fun than a space exploration-themed physical activity program? *Star Trak* is more than just a walking challenge. This program takes the concept to new heights, propelling participation to hyperdrive.

Star Trak Key Dates:

- Registration begins: Monday, September 22, 2025
- Program begins: Monday, October 6, 2025
- Registration ends: Friday, October 10, 2025
- Last day of program: Sunday, November 2, 2025
- Last day to log activity: Tuesday, November 4, 2025
- Celebration: Wednesday, November 12, 2025 – 3:00-4:00, 1731

Financial Well-being Challenge – SPRING 2026



(click on picture above to view demo of program)

Money mastery can be intimidating for many. *Right on the Money* removes the fear and reduces financial stress by making learning about personal finances fun then providing simple steps to get on the path to financial well-being.

Right on the Money Key Dates:

- Registration begins: Monday, March 2, 2026
- Program begins: Monday, March 16, 2026
- Registration ends: Sunday, March 22, 2026
- Last day of program: Sunday, April 12, 2026
- Celebration: Thursday, April 23, 2026 – 3:00-4:00, 1731 (TBC)

PAC & BACK WALKS

We invite you to join us for a brief 10- to 15- minute walk every Friday morning and/or afternoon (weather permitting and when the campus is open) during the fall walking program Friday, October 17 through Friday, October 31, 2025.

In the morning, we will gather in front of the McCarthy Library and walk to the Performing Arts Center (PAC) and back. If you are located near the PAC, feel free to join us when we arrive there and walk with us to the McCarthy library before returning to your location.

In the afternoon, we will mee at the PAC and walk to the McCarthy Library and back. We hope you can join us for these short, refreshing walks!

Friday Mornings – Meet at the McCarthy Library (building 1700) at 10:30 a.m. (see green highlight on screenshot below)

Friday Afternoons – Meet at the Performing Arts Center (building 100) at 2:30 p.m. (see pink highlight on screenshot below)

