



Name: _____

Onboarding Date: _____

Online Modules November 2021 thru March 2022 - ***SIGN UP NOW!***

___ [November 8-17] **Implementing and Revising Your Policy and Procedures Manual**

Policies and procedures are designed to influence and determine decisions, actions, and activities that take place within the boundaries of a program. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization. Together, policies and procedures ensure that a point of view held by the program, and it is translated into steps that result in an outcome desired by the program and institution/agency. In this course, programs will receive a better understanding on how to create policy and procedures that make sense for their program.

Faculty: Ms. Lucy Jones, Arkansas

___ [November 15-24] **Career Counseling**

The aim of this course is to introduce access and success professionals to the subspecialty of career, vocational and lifestyle counseling. The course will focus on understanding the factors that influence vocational choice and explore how psychological knowledge can be used to help students (as well as the professional) plan appropriate careers. It will provide the students with an understanding of career development and occupational lifestyle planning.

Faculty: Dr. David Rivera

___ [February 14-23] **Professional Ethics in an Access and Success Program**

This course is designed to provide an overview of ethical issues in higher education. Participants will discover through workplace examples and program students how any dilemma or decision can be approached through an ethical framework. Participants will articulate and use individual ethical principles and relevant professional ethical standards to enhance personal and professional development. One module of the course will focus on facilitating civil discourse.

Faculty: Andrea Reeve

___ [March 7-16] **Managing Your Workload to Meet Your Program Objectives**

This course will investigate effective strategies that projects can utilize to manage staff workloads and talents to meet project objectives. Course participants will discuss models for staffing including Management by Objective and Case Management Structures. The group will delve into evaluation tools that allow for program improvement, no more doing it because it's always been done that way! Gain the tools and best practices for taking your team from jobs to calling while keeping the student outcomes your shared priority.

Faculty: Ms. Amy Verlanic, Montana Technological University