



Required Professional Development & Training

San Juan College has several required trainings for employees, to address compliance, safety, and risk management. These required trainings are available at no cost to you, and will provide useful information for a safe working environment.

Title: Required	Required for Whom?	Why?	When
New Employee Orientation/New Faculty Learning Academy	All New Staff	Provide orientation to expectations and requirements	Quarterly NFLA August
Sexual (And Other) Harassment: Clearing the Fog from the Grey Areas	All Staff	Risk Management	Once Every Three Years Renewal - Online
Preventing Sexual Harassment - Refresher	All Staff	Risk Management	Once Every Three Years
Defensive Driving Course	All Staff who drive for college business	Risk Management: Insurance Requirement	Once Every Four Years Face-to-Face: CLC Online: Anytime
Emergency Procedures Hazard Communications, and Safety	All Staff	OSHA Requirement & Risk Management	Every Year In-service and Calendar Events
Lab Safety	All Staff who work in a lab environment	OSHA Requirement & Risk Management	Every Year In-service Convocation
CPR/First Aid	All Staff with job requirement	Risk Management	Every Year In-service Convocation
Recommended			
FERPA Basics	All Staff	Risk Management	Calendar
Quality & SJC	All Staff	Continuous Improvement	Calendar
Specialized			
Grants Management	All Grant Managers (PI) & those interested	Understanding Grant Fiscal & Management Expectations	Once: Beginning of Grant Project