Course #	Points	Professional Development Courses	Presenter	Date/Time	Location
1	1	Fire Extinguisher Training	Calvin Pippin	Invite Only	Facilities
2	1	Run, Lock, Fight	Cory Clarke	August 18 / 10:00 – 4:00	ECC
3	1	ZOOM Tips and Tricks	Ashley Bloom	September 17 / 11:00- 12:00	TBD
4	1	Writing Professional Emails	Kathy Dunnehoff	December TBD	TBD
5	1	Introduction to Microsoft Teams	Kyle Thompson/Duane Anderson	January 14 / 11:00- 12:00	TBD
		Credit Courses			
A	1	1 credit course	FVCC	FY21	
B	3	2 credit course	FVCC	FY21	
C	4	3 credit course	FVCC	FY21	
D	4	3 credit course – job related with supervisory approval	Accredited higher education institution	FY21	
E	4	FVCC Leadership (FVCC094)	Varies	Fall and Spring semesters	Varies
F	1	Alternative Development Course – job related			
		Fine Print			

- 4 points are required to fulfill FY21 professional development requirement
- Employees may take either Professional Development Courses and/or Credit Courses to fulfill points
- Employees and supervisors should collaborate on course selection prior to registration

COURSE DESCRIPTIONS BELOW

1. **Fire Extinguisher Use –** By Invitation Only

2. **Run, Lock, Fight** – Learn how to take action to protect yourself and others in the event of an active shooter, violent behavior, or threat on campus. Hands-on, active participation, and response actions during this course. New employees are highly encouraged to attend.

3. **Writing Professional Emails –** Your written communication skills can help you succeed—or hold you back. In any role, you must be able to convey your ideas in ways that effectively communicate your message. Learn some tips on professionally and effectively writing professional emails.

4. **ZOOM Tips and Tricks** – 2020 gave us a crash course into conducting meetings via ZOOM. This course will give tips on how to take your ZOOM use to the next level. This course is intended for using ZOOM in a professional capacity, not for the classroom.

5. **Microsoft Teams** –MS Teams is a powerful collaboration platform complete with document sharing, online meetings, file storage, chat and many useful other functions that is perfect for small work groups working together on a project. Come get an introduction to MS Teams and see how FVCC has already leveraged the technology in support of the Campus Management project.

A – E. Credit Courses for Professional Development

- Supervisory approval is required for a credit course taken during work hours to ensure workplace coverage and work fulfillment
- Employees must enroll and complete a Tuition Waiver form for FVCC courses. Tuition, mandatory fees, and course fees/textbooks costs up to $100 are waived for courses used as professional development
- Courses may be taken for a grade or audited
- Transcript must be submitted to HR to verify completion of credit courses

E. **Leadership FVCC (FVCC 094)** – Work, learn, and make lifelong connections as you learn more about FVCC! Participants will tour the campus acquiring in-depth information about programs, services, initiatives, and innovations on campus. Especially valuable for employees who have not had the opportunity to visit health profession simulations, occupational trades bays, the Campus Farm and Brewery, or Founders Hall. Classes will meet approximately four times per semester and may be taken as Audit or Pass/Fail.

F. **Alternative Development Course**

With prior supervisory and Human Resources approval, an alternative development course may be substituted for one professional development course requirement. Proof of attendance is required.