



Classified Professional Learning

Recordings Library

Recordings, Videos and Handouts are available below and via the topics menu bar to the right.

Need more information regarding Software? Here are Jill Ringer's helpful [Software](#)

How-To Guides

Recent Zoom recordings

✓	URL	Workshop Date	Recording Duration
	Getting a NEW Phone? Don't get LOCKED OUT!	Wednesday	35 Minutes

All Zoom Recordings

✓	URL	Workshop Date	Recording Duration	Topics ▼
	10 Things Every Classified Employee Should Know	March 21	46 minutes	All; Benefits/Leaves; Classified Senate; Governance; Health, Wellness and Nutrition; Human Resources; Library Resources; Professional Development Training
	Accessing Your Workday Reports	February 8	50 minutes	All; Fiscal Services; Workday
	Accreditation Basics	March 22	48 minutes	All; Governance; Professional Development Training
	Advanced Workday Budget Reports	September 27, 2021	54 minutes	All; Fiscal Services; Workday
	All About the Classified Senate	December 7, 2020	25 minutes	All; Classified Senate; Employee Manual; Governance
	Ask the Tech: How Do I? (January 2021)	January 20, 2021	30 minutes	All; Technology Training
	Ask the Tech: How Do I? (October 2020)	October 26, 2020	37 minutes	All; Technology Training
	Balance 24/7	March 21	40 minutes	All; Health, Wellness and Nutrition; Professional Development Training
	Career Incentive & Enrollment Fee Reimbursement	March 22	54 minutes	All; Benefits/Leaves; Classified Senate; Professional Development Training
	CARES Act & Budget Reports Refresher	July 27, 2021	43 Minutes	All; Fiscal Services; Workday
	CARES Act & Budget Reports Refresher	July 28, 2021	36 minutes	All; Fiscal Services; Workday
	Classified Governance & Working Conditions	December 4, 2020	53 minutes	All; Classified Senate; Governance; Negotiations
	Classified Professional Development : The Ins and Outs	March 23	43 minutes	All; Professional Development Training
	CRC Updates & Process	November 18, 2020	21 minutes	All; HR Updates
	Cultural Humility	March 23	43 minutes	All; Diversity, Equity & Inclusion; Professional Development Training
	Everything from Okta to Zoom and In Between	May 11	29 minutes	All; Technology Training
✓	URL	Workshop Date	Recording Duration	Topics ▼
	Feedback is a Gift	March 22	48 minutes	All; Human Resources

Reset Topics (view ALL topics)

Please select a Training Topic

✓	Select	Topic
☐	All	All
☐	Benefits/Leaves	Benefits/Leaves
☐	CalPERS	CalPERS
☐	Classified Senate	Classified Senate
☐	CRC Training	CRC Training
☐	Diversity, Equity & Inclusion	Diversity, Equity & Inclusion
☐	Emergency Preparedness	Emergency Preparedness
☐	Employee Manual	Employee Manual
☐	Fiscal Services	Fiscal Services
☐	Governance	Governance
☐	Health, Wellness and Nutrition	Health, Wellness and Nutrition
☐	HR Updates	HR Updates
☐	Human Resources	Human Resources
☐	Library Resources	Library Resources
☐	Negotiations	Negotiations
☐	Payroll	Payroll
☐	Professional Development Training	Professional Development Training
☐	Purchasing	Purchasing
☐	Retirement	Retirement
☐	Service Learning	Service Learning
☐	Student Worker Information	Student Worker Information
☐	Technology Training	Technology Training
☐	Workday	Workday

Reasons to Stay	March 22	15 minutes	All; Human Resources; Professional Development Training
Fiscal/Purchasing Drop-In Session (April 2021)	April 14, 2021	58 minutes	All; Fiscal Services; Purchasing
Fiscal/Purchasing Drop-In Session (December 2020)	December 2, 2020	52 minutes	All; Fiscal Services; Purchasing; Workday
Fiscal/Purchasing Drop-In Session (February 2021)	February 10, 2021	46 minutes	All; Fiscal Services; Purchasing; Workday
Fiscal/Purchasing Drop-In Session (January 2021)	January 13, 2021	42 minutes	All; Fiscal Services; Purchasing; Workday
Fiscal/Purchasing Drop-In Session (March 2021)	March 10, 2021	52 minutes	All; Fiscal Services; Purchasing; Workday
Fiscal/Purchasing Drop-in Session (May 2021)	May 12, 2021	27 minutes	All; Fiscal Services; Purchasing
Gentle Yoga	March 21	40 minutes	All; Health, Wellness and Nutrition; Professional Development Training
Getting a NEW Phone? Don't get LOCKED OUT!	Wednesday	35 Minutes	All; Technology Training
Healthy Communications	March 21	42 minutes	All; Health, Wellness and Nutrition; Professional Development Training
How & Why to use One Drive vs. Google Drive	July 19, 2021	60 minutes	All; Technology Training
How to Enter a Spend Authorization and Expense Report from Start to Finish	February 2	60 minutes	All; Fiscal Services; Workday
How to Use Adobe Sign	June 17, 2021	62 minutes	All; Professional Development Training; Technology Training
How to Use Adobe Sign	June 30, 2021	62 minutes	All; Technology Training

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Handouts

✓		Name	Workshop Date	Modified	Topic
		Adobe Sign Get Started Guide	...	February 23, 2021	
		All About Classified Governance	... 12/7/2020	February 23, 2021	All; Classified Senate; Employee Manual; Governance
		Ask the Tech Answers	... 10/26/2020	February 23, 2021	
		Budget Report Tips	...	February 23, 2021	
		Email Etiquette	... 10/19/2020	February 23, 2021	All; Technology Training
		OneDrive	... 10/19/2020	February 23, 2021	All; Technology Training
		Security Basics	... 10/19/2020	February 23, 2021	All; Technology Training
		Workday Chart of Accounts Tips	...	February 23, 2021	

Videos

There are no items to show in this view of the "Videos" list.