TRAINING PLAN FOR NEW CONTRACT CLASSIFIED PROFESSIONALS

1. Welcome packet/Miramar swag bag
	1. Credit/gift card at the bookstore (work with Lily)
2. Campus tour (with Outreach)
	1. Highlight departments/services
3. Whos Who?
	1. Who to contact and when
	2. Points of contact by department
4. Key and Alarm Request process
5. Technology – training for new CPs on technology
	1. Microsoft365
	2. OneDrive
	3. G:Drive
	4. SharePoint
	5. Teams & Teams Phone
	6. Classroom and meeting room AV
6. PeopleSoft – training for new CPs on PeopleSoft
	1. Submitting time / How to read Payroll Deadlines / how to enter leave on a time sheet / How to view your paycheck
	2. Submitting requisitions and payment requests
		1. Link to training manuals
	3. Budget reports (if applicable)
	4. Campus Solutions (if applicable)
7. SDCCD & Miramar Budget Overview
	1. Budget Allocation Model (BAM)
	2. Campus Allocation Model (CAM)
	3. Tentative and Adopted budget processes
	4. Department budgets
	5. Discretionary budgets
8. Get to know the community
	1. Eat spots on campus and nearby
9. AFT new member overview (coordinate with AFT)
10. Where you can find the CBA
	1. Breaks
	2. Evaluation and probation process
11. Website (content management) training
	1. Link to video tutorials
12. Compensation for trainers