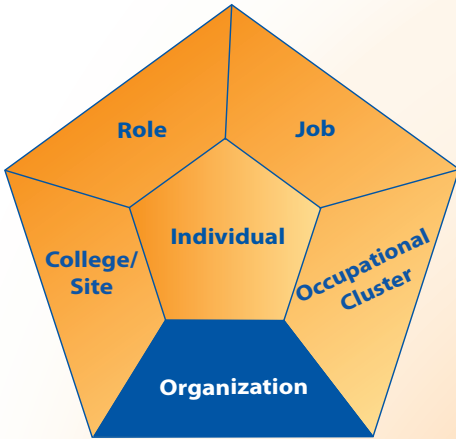


Name: _____



MCCCD

Professional Development Plan

Two Year Plan			
Course #	Category/Core Courses	Hours	Date
	Organizational Intelligence		
000046	MCCCD 101: Foundations (Online)	2.5	
000904	Legal Issues: Public Sector Emp. (Online) ★	3	
000930	MCCCD Public Stewardship (Online) ★	2	
	Technology Literacy		
001054	Technology Literacy Guide (Self Paced)	NA	
	Human Relations		
000339	MOSAIC IA: Knowing Ourselves & Others	4	
000352	MOSAIC IB: Knowing Ourselves & Others	4	
000787	Communication Skills Boot Camp	2.5	
	Health & Safety		
001127	Health & Safety Essentials +	3	
000047	Hazard Communications	3	
000015	Workplace Violence Prevention	3	
	Commitment to Professional Excellence		
000797	Becoming an Asset to Maricopa	3.5	
000137	Are you Change Ready?	2.5	
Total Hours		33	

Employee and Organizational Development has identified core competencies that all employees should possess within their first two years of employment to carry out the Vision, Mission and Values of Maricopa. The core competency categories include:

- Organizational Intelligence
- Technology Literacy
- Human Relations
- Health & Safety
- Commitment to Professional Excellence

This document lists the courses that address the core competencies and is a tool to plan and track progress towards developing the desired organizational level competencies. Employees are encouraged to work with their supervisor to identify the best time to complete the training. This document is available online at www.maricopa.edu/eod.

Registration for the courses can be completed online at my.maricopa.edu/employees.

Course descriptions, course schedules and a transcript of courses completed are also available at this site.

- ★ Required to be taken within probationary period
- + Required per administrative regulation or Federal/ State law

Please send questions to employee.development@domail.maricopa.edu or call 480.731.8209.

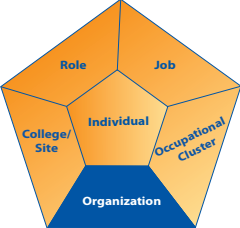
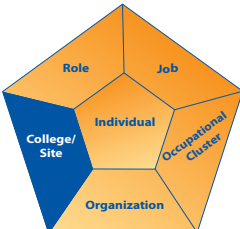
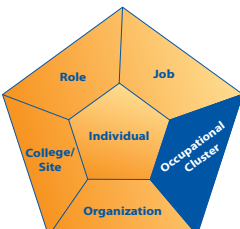
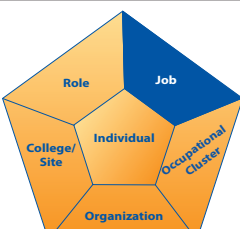
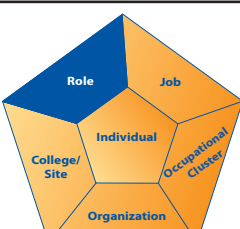
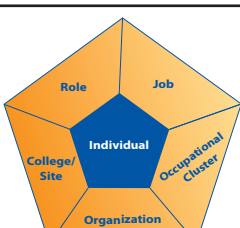


Employee & Organizational Development
Division of Human Resources

MCCCD Competency Model Legend

Maricopa strives to create an environment where employees are successful not only in their jobs but also in supporting the advancement of the organization's goal for student success. Just as our students are learning and growing so must our employees. The Employee and Organizational Development Department has developed a competency approach to identify learning needs and training opportunities.

There are multiple levels within all organizations. And at each level there are competencies made up of the knowledge, skills, and abilities that support employee success. A competency model design has been developed to depict each level of the Maricopa competency model. The model will be used with learning plans to assist employees to quickly identify the level of the organization that is being addressed by a specific learning plan. Included below is a brief description of each level.

	<p>Organization Competency: A competency at this level forms part of a vital knowledge, skills and ability required across MCCCD. This level includes competencies needed by all employees to support the organization's vision, mission, values and goals for student success.</p>
	<p>College/Site Competency: A core competency required by a location within MCCCD. Each college and site will have competencies that are unique due to the vision, mission, values and goals of that institution. Additionally, evacuation training is an excellent example of a Health & Safety training requirement that is site specific.</p>
	<p>Occupational Cluster Competency: An organization utilizes many areas to accomplish their goals. Within MCCCD we have the following occupational clusters: Academic/Student Affairs, Administrative Services, Business Services, Community Affairs, and Information Technologies.</p>
	<p>Job Family Competency: An essential competency that describes the knowledge, skills, and abilities needed to work effectively across a group of related jobs. Within Student Services, general Financial Aid knowledge could be considered a job family competency.</p>
	<p>Role Competency: Competencies based on representative duties of a specific job title. The representative duties contained within a job description are an indicator of the competencies needed to be successful. Additional roles assigned may also indicate a need for additional competencies. Serving on a search committee is an example of an additional role.</p>
	<p>Individual Competency: A competency that is specific to the individual based on additional duties or responsibilities or based on career goals and aspirations.</p>