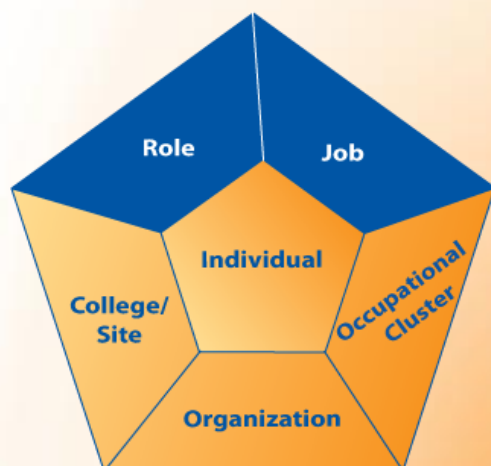


Name: \_\_\_\_\_

## Maricopa Community Colleges Trainer Core Learning Plan



Employee and Organizational Development has identified competencies that employees in the job, or role, of “trainer” should possess. These competencies include:

- Instructional Design
- Effective Training Delivery
- Effective Facilitation
- Positive Collaboration

This Learning Plan lists the training that addresses the trainer competencies. It is a tool for planning and tracking your progress towards developing the desired trainer competencies. Please keep in mind that this Learning Plan builds on the Maricopa Core Learning Plan.

Please send questions to  
[paula.connors@domail.maricopa.edu](mailto:paula.connors@domail.maricopa.edu)  
or call 480.731.8289.

Core Courses		
Courses	Hours	Date
Maricopa Trainer Program: An Introduction to Instructional Design*	29	
Group Facilitation Skills	8	
StrengthsQuest	4.5	
Basic Presentation Skills	4	
<b>Total Hours</b>	<b>45.5</b>	

\*The Maricopa Trainer Program is a comprehensive introduction to instructional design. This program provides information and tools to analyze, design, develop, implement, evaluate, and improve training. A desired outcome of the program is to have participants deliver *effective* training.

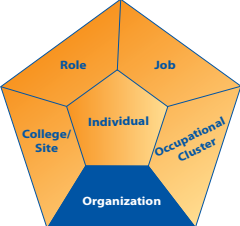
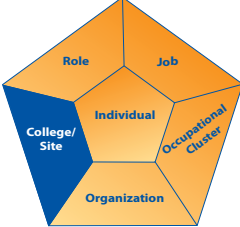
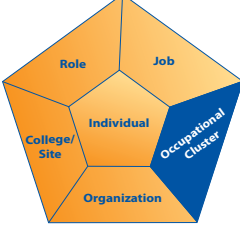
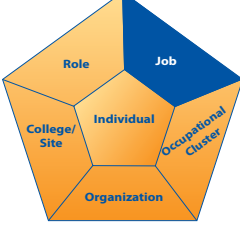
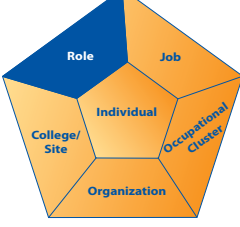
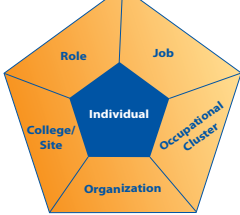
An internship with a training department is highly recommended for practicing, applying, and demonstrating the competencies learned throughout the program.



# 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><b>Organization Competency:</b> 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><b>College/Site Competency:</b> 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 &amp; Safety training requirement that is site specific.</p>
	<p><b>Occupational Cluster Competency:</b> 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><b>Job Family Competency:</b> 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><b>Role Competency:</b> 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><b>Individual Competency:</b> A competency that is specific to the individual based on additional duties or responsibilities or based on career goals and aspirations.</p>