



## Certificate of Distinction II Training Opportunities

*To set goals and develop both professionally and personally*

This program is an opportunity to set goals for your professional and personal development and to choose classes to help you grow. All classes can be taken through Pinellas County Schools, college courses, or training through professional organizations. You may use training from other sources (e.g. Skill Path, PTC etc.), provided they align to your professional and personal goals created in the COD II Trio class. If a course is taken outside of the district, a certificate with your name, completion date, training title and the number of hours will be accepted if it aligns to your goals.

The first class is in Professional Learning Network (PLN) by using the search word COD and when training takes place in person, meets from 8:00 to 4:00 → **COD II Trio**.

You **do not** have to take the COD II Trio class first, but it is helpful. **COD II courses will apply only after the completion date of COD I.**

### Leadership Strand:

- Courses to develop excellence that align to your goals
- Advanced courses

### Communication Strand

- Diversity training
- Courses to develop communication that align to your goals
- Advanced courses

### Technology Strand

- Office 365
- Microsoft online Outlook, Excel, Power point, Word, One Note, etc
- Digital Storytelling
- Education.microsoft.com
- PTC- Clearwater campus has day time Microsoft sessions all school year
- Advanced or college courses – each college hour counts 6 hours for COD
- **Specialized equipment courses**
- *An online course does not equal a course for Technology Strand*

*Most classes available to you can fall under Leadership or Communication.* For example, **Bullying** is a class that you could choose under either Leadership or Communication. The deciding factor is the alignment to your goals.

Let me know if I can help you in any way. We have over 4,000 support staff employees who have completed the program so far so chances are you have some valuable resources right at your school or site! Good Luck!

**Thank you** for your interest in the Certificate of Distinction program. Please read the **Chalk Talk newsletter** that is emailed out to all PCS employees each month for available training opportunities.

**Note:** Course, time and location are noted PLN. Complete the training assessment survey after you attend to complete the class. Please be on time to all training.

**To withdraw yourself from a class prior to:** Login to PLN, click on the course tab and look at your courses. Next to the course is a drop down – click on it and choose withdraw.

### **Program Essentials**

<input type="checkbox"/> COD II Trio	8 points
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### **Electives that align to your goals**

<input type="checkbox"/> Leadership Strand	36 points
<input type="checkbox"/> Communication Strand	36 points
<input type="checkbox"/> Technology Strand	36 points

### **Volunteering/Outreach**

<input type="checkbox"/> Connected to PCS	<u>34 hours</u>
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**150 hours total**

**Contact [brackneyl@pcsb.org](mailto:brackneyl@pcsb.org) if you have any questions!**