Human Resources Department-Wide

Training Catalog

Offered this Quarter

Career Management

Classification Workshop

Employee Relations Solutions

Emotional Intelligence

Leadership Skills

Making Teams Work

To register, please visit the
UC Learning Center
or
click on the courses offered
this quarter.

more information:
tori.stoeckinger@hr.ucsb.edu

Essential Services in Pursuit of Excellence

Supervisory Certificate Program SCP

The Supervisory Certificate Program is designed to give staff professional development training in the critical areas of supervisory and leadership competencies, policies and procedures, and people skills. Courses can be taken as stand-alone courses or as a complete certificate program.

SCP offerings conducted via Zoom:

- The link is provided 24 hours in advance to those registered.
- Pre-registration is required. We request that you cancel 48 hours before a scheduled class to avoid course fees.
- Individuals on a waitlist are notified by HR of availability based on cancellations.
- Per our waitlist standard, "swapping" a registered participant with a non-registered participant is not permitted.
- Walk-ins (including individuals who remain on the waitlist) will not be accommodated.
- Courses that span over multiple days requires attendance at all sessions for course credit.
- Arrival more than 15 minutes late may result in no credit for the course. The course fee will apply.

Employee Relations Solutions
Tuesday + Thursday, **July 12 + 14** | 8:30-12pm | $70
Course Code 2017
Location: HR Learning Center

Dealing with employee relations issues can be one of the most challenging parts of a supervisor's or manager's job. Gain the knowledge and skills necessary to improve your management skills and effectively resolve the most common employee issues: performance, attendance, and conduct. Also, learn about progressive discipline and the different forms of corrective action.
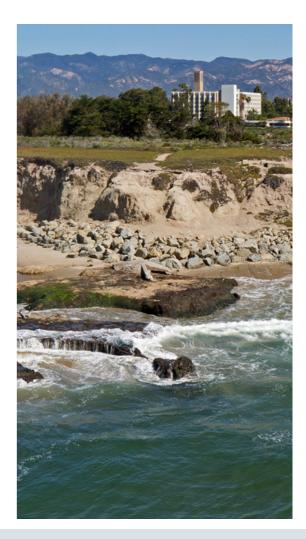

Making Teams Work
Wednesday, **August 3** | 8:30am-4pm | $70
Course Code 8009
Location: Zoom

We can all benefit from learning how to foster teamwork to help make our workgroups more productive. Topics include factors leading to a well-functioning team, stages of team development, effective ways to deal with difficult team members, ground rules and team structure, and keys to effective team meetings.

Emotional Intelligence
Wednesday, **August 31** | 8:30-4pm | $70
Course Code 8013
Location: Zoom

Emotional intelligence (EI) is vital to being an effective and high-performing employee, supervisor, and leader. Explore the EI competencies: self-awareness, social awareness, self-management, and relationship management. Learn and apply the tools and techniques to establish an EI framework to optimize your professional performance and working relationships.

Leadership Skills
Thursday, **September 15 |** 8:30-4pm | $70
Course Code 2005
Location: Zoom

There is a big difference between managing people and truly leading people. This course helps participants define and learn how to develop the skills and mindset to become a more robust and influential leaders. You will learn how leaders develop and use power, learn about different leadership styles and characteristics of great leaders, and how to be ethical, including how to influence those around you.

Classification Workshop
Tuesday + Thursday, **September 20 + 22 |** 9-12pm | $60
Course Code 2007
Location: Zoom

Examine campus classification and compensation programs, policies, and procedures. Learn how to write and update job descriptions, request job classification reviews, and structure positions per UCSB policies and procedures.

Career Management
Wednesday, **September 28 |** 8:30-12pm | $35
Course Code 9002
Location: Zoom

Take ownership of your journey by learning how to leverage your UC resources. In this half-day course, you'll focus on working through the career development model to harness your career power and discover yourself in the process. To maximize your participation in this course, please be prepared to share your UC experience in a safe and confidential environment.

First Year Experience

FYE

Upcoming Learning Experiences

**Professional Development:
We've Got You Covered**
July 7

**Get Moving with TPS:
Exploring Transportation
Alternatives**
July 21

**Employee Services:
Here for you**
August 4

**Staff Groups:
Get Connected, Stay
Connected**
August 18

**Performance Matters:
Maximize Your
ePerformance**
September 1

**Beyond Benefits:
Advantages of
Employeeship**
September 15

Forty minutes of insight + fun!

The FYE program was created with our new colleagues in mind, but we have found this information incredibly relevant to our campus colleagues equally.

The FYE is open to all UC Santa Barbara staff. Register on Shoreline.
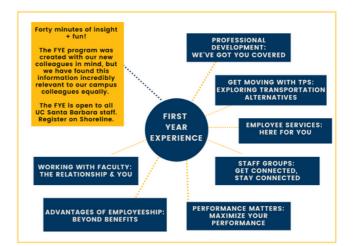
FIRST YEAR EXPERIENCE

PROFESSIONAL DEVELOPMENT: WE'VE GOT YOU COVERED

GET MOVING WITH TPS: EXPLORING TRANSPORTATION ALTERNATIVES

EMPLOYEE SERVICES: HERE FOR YOU

STAFF GROUPS: GET CONNECTED, STAY CONNECTED

PERFORMANCE MATTERS: MAXIMIZE YOUR PERFORMANCE

ADVANTAGES OF EMPLOYEESHIP: BEYOND BENEFITS

WORKING WITH FACULTY: THE RELATIONSHIP & YOU

First Year Experience
FYE

The First Year Experience (FYE) program is a
8-course follow-up to the New Employee Orientation
and is typically held on the 1st and 3rd Thursday of
each month, beginning at 9:10 a.m. (40 minutes) via
Zoom.

The FYE program will help you navigate your first
year as a UCSB staff member and will invite you to
explore the vast opportunities and support services
available to you.

**To register for each course, please visit the
UC Learning Center, keyword *FYE* or click on the
upcoming learning experiences dates listed.**

more information:
janegama@ucsb.edu

LEARNING
WITH **Lynda**.com® CONTENT

Creating the Future

Explore the
Creating the Future
Core Competency
and the coordinating
course list below!
<u>Log in today</u>!

Change Agility
**<u>Creating a Culture of
Change</u>**

Mission & Vision Focus
<u>Leading with Vision</u>

Stewardship
**<u>Holding Yourself
Accountable</u>**

**All LinkedIn Learning
Courses are included
gratis to you!**

UCSB

<u>UC Core Competency Model</u>
ABC's: Creating the Future

The purpose of the UC Core Competency Model is to serve as a foundational tool for the assessment and development of staff, managers and leaders at the University of California. Additionally, the core competencies are expected to be demonstrated in all employee roles in the University to some degree.

Creating the Future:
Anticipates, adapts and supports change initiatives by energizing others at all levels and ensuring continued commitment when faced with new initiatives. Demonstrates tolerance and adaptability when dealing with ambiguous situations. Effectively plans for change and deals with setbacks through flexibility and resilience. Shows understanding of/commitment to the UC mission/vision. Demonstrates accountability, discretion and sound judgment when utilizing University resources to ensure the public trust.

UC People Management Series & Certificate Program
UC PMCP

This complimentary, mostly online, program is designed for anyone who manages or supervises others, or aspires to do so, and consists of 16 core plus 4 elective courses covering the following competency areas:

Performance Management, Hiring for Success, Strategic On-boarding, Managing Implicit Bias Program, Managing People, Administration and Operations, Change Management, and Communications.

In order to complete the certificate you must complete all core courses* and at least four elective courses. Completion of the UC People Management Series & Certificate also makes one eligible for participation in the UC People Management Conference.

All courses are available in the UC Learning Center, keyword PMCP
For more information email: hrtrain@hr.ucsb.edu

My UC Career
Discover Your Career Path

My UC Career is an online development portal available to all UC employees seeking to learn more about their strengths, skills and opportunities.

Six self-paced modules help users discover their internal UC career mobility options, highlight accomplishments and identify how they can achieve their career goals within UC.

Begin Career Discovery
Job Search
Resume
Tell Your Story
Network and Research
Pre and Post Interview

UNIVERSITY OF CALIFORNIA My UC Career

DISCOVER YOUR CAREER PATH
Providing you with tools to learn more about your strengths, skills, and opportunities.

- Discover Your Employment Preferences
- In-depth Self-Assessments
- Resume Development

Get started by logging into https://uc.yournextstep.com/GetStarted

UNIVERSITY OF CALIFORNIA
Systemwide Talent Management

Accessing My UC Career
A UC email address is all that's needed to access the portal. Visit **My UC Career Account and Login** to create an account!