Supervisory Certificate Program (SCP)

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

For more information please visit:
http://www.hr.ucsb.edu/training/hr-training/supervisory-certificate-program

To register please log into the UC Learning Center: https://learningcenter.ucsb.edu

For more information contact: x 3482 or x 4664, or email: hrtrain@hr.ucsb.edu

CAREER MANAGEMENT

Thursday, September 17th, 8:30-12:00
HR Learning Center, Enroll by September 10th, Course Code: 9002 (SCP) $35

How can a supervisor effectively support the career development of an employee? What can you do to manage your own career? In this course, learn about the changing world of work and careers. Explore methods of self-assessment, targeting the right job, creating opportunities, writing resumes and interviewing. A panel of supervisors will discuss the progress of their careers and what they look for when filling a position.

COACHING FOR IMPROVED WORK PERFORMANCE

Tuesday, October 13th, 8:30-4:00pm, (30 min. lunch break)
HR Learning Center, Enroll by October 6th, Course ID: 7121 (SCP) $70

Successful supervisors have, by a combination of experience, skill, training and practice, developed strategies and methods to get the best out of themselves and their employees. Learn proven coaching techniques to solve workplace problems, improve performance and motivate employees.

EMPLOYEE HIRING PROCESS

Monday, October 26th & Tuesday, October 27th (Both days required) 8:30-12:00
HR Learning Center, Enroll by October 19th, Course Code: 2012 (SCP) $70

Learn to manage the selection process, develop job-related criteria, and conduct effective interviews. Topics include job postings, preparation and completion of vacancy and evaluation/selection forms, advertising, outreach strategies, “do's and don'ts” of interviewing, search committee guidelines and affirmative action. Sound practical guidance on how to use the current hiring policies, selections guidelines, OACIS system and interviewing methods to increase diversity of the applicant pools.

DEALING WITH ORGANIZATIONAL CHANGE

Tuesday, November 10th 8:30-4:00, (30 min. lunch break)
HR Learning Center, Enroll by November 3rd, Course Code: 2009 (SCP) $70

Change is a daily occurrence and is often unforeseen or unpredictable. What we can control is how we deal with change. Participants enhance their ability to deal positively and effectively with organizational change. Understanding the change cycle allows participants to utilize strategies to manage each stage.

EMPLOYEE RELATIONS SOLUTIONS-HELP FOR MANAGERS & SUPERVISORS

Monday, December 7th & Wednesday, December 9th, 8:30-Noon (Both days required)
HR Learning Center, Enroll by November 30th, Course Code: 2017 (SCP) $70

A comprehensive overview course; also part of the Supervisory Certificate Program. Dealing with employee relations issues can be one of the most difficult parts of a supervisor's or manager's job. Gain the knowledge and skills necessary to improve your management skills and effectively resolve the three most common employee issues: performance, attendance, and conduct. Also, learn about progressive discipline and the different forms of corrective actions.
Supervisory Certificate Program (SCP)

LEADERSHIP SKILLS

Monday, December 14th, 8:30-4:00, (30 min. lunch break)
HR Learning Center, Enroll by December 7th, Course Code: 2005 (SCP) $70

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 powerful and influential leader. You will learn how leaders develop and use power, learn about different leadership styles and characteristics of great leaders as well as how to be an ethical leader including how to influence those around you.

SEXUAL HARASSMENT PREVENTION (AB 1825)

Tuesday, October 20th, 10:00-12:00
Instructor Lead - ESB—1001, Course Code: 2010 (SCP) Free

Learn how to identify and effectively respond to a potential sexual harassment incident as well as where to report it per UCSB’s policies and procedures.

For more information on the Harassment Prevention class, please contact Carol Sauceda at x 3442

UCSB STAFF – It’s All About U!

Join us in the Gauchos U vision – “To create innovation, employee engagement, cultural change, build community, and develop leaders.”

Gauchos U is a program where all staff are encouraged to discover and share their talents. Gauchos U classes are centered around UC Core Competencies. This is an opportunity to grow, expand your leadership skills, and participate in peer-to-peer feedback. Participants build individual and team skills while collaborating on an innovative group project. The 2015-16 program is scheduled to run from September 30, 2015 - March 30, 2016.

To enroll, participants must register for the Gauchos U Orientation Session and one Drive to Thrive class by Friday, September 18th in the UC Learning Center (https://learningcenter.ucsb.edu); the full program cost is $535.

For more information and schedule, visit: http://www.hr.ucsb.edu/training/gaucho-u-certificate-program

LEARN AT LUNCH

Lectures are open to all UCSB employees at no charge.

You are welcome to bring your lunch.

Please check our website regularly for future learn at lunch dates.

http://www.hr.ucsb.edu/employee-services/learn-lunch

For more information call John Berberet, M.A., MFT/ASAP at x3318.
**PPS Training**

Payroll/Personnel System (PPS) training is mandatory for those who prepare and/or review personnel transactions and/or process payroll time reporting transactions online.

**Please note:** It is each individual’s responsibility to register for all of the required PPS classes and labs for their PPS User Type(s). Access to PPS will be granted only after an individual has attended all of the required classes/labs.

The chart of required courses, the PPS Course Schedule, along with other PPS training information can be found here: [www.hr.ucsb.edu/training/payrollpersonnel-system](http://www.hr.ucsb.edu/training/payrollpersonnel-system)

To register, please visit the UC Learning Center at: [https://learningcenter.ucsb.edu](https://learningcenter.ucsb.edu)

Questions regarding PPS training: x 3482

Questions regarding PPS access: x 2880

**Registration Deadline: Wednesday, October 21st**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>DATE AND TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS Basics (Required for All)</td>
<td>Wednesday, <strong>October 28th</strong>, 8:30-12:00</td>
<td>Human Resources Learning Center 3101DD SAASB</td>
</tr>
<tr>
<td>Employee Database Update Lab (Required for Preparers, Time Reporters &amp; PAN reviewers)</td>
<td><strong>Choose only one session:</strong>&lt;br&gt;Thursday, <strong>October 29th</strong>, 9:00-12:00&lt;br&gt;Friday, <strong>October 30th</strong>, 9:00-12:00</td>
<td>Human Resources Learning Center 3101DD SAASB</td>
</tr>
<tr>
<td>Online Time Reporting Lab (Required for Preparers &amp; Time Reporters)</td>
<td><strong>Choose only one session:</strong>&lt;br&gt;Friday, <strong>November 6th</strong>, 9:00-10:30&lt;br&gt;Friday, <strong>November 6th</strong>, 1:30-3:00&lt;br&gt;Friday, <strong>November 13th</strong>, 1:30-3:00</td>
<td>Social Science &amp; Media Studies Computer Lab #1005</td>
</tr>
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**Dilling Yang Staff Scholarship Program**

The **Dilling Yang Staff Scholarship Program** is available to eligible staff to support their educational, professional and development objectives.

Scholarships may be used for registration and educational fees for academic courses, UCSB Extension, HR training & development and other learning opportunities offered at UCSB.

Effective October 1, 2015, the revised program guidelines for Fall 2015-Spring 2016 provide that non-probationary career employees earning the full-time equivalent of **$4,600/month** or less may submit eligible scholarship requests up to a total of **$500** per person per year.

**Application submission deadline date for priority consideration is October 15th for Fall (October, November, December) professional development opportunities.** For additional information regarding eligibility and other guidelines/application, please visit:

[http://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program](http://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program)

Questions x3482
Overview of the Performance Management Process

Performance Management is much more than just an annual employee evaluation and should be a year-round process. This in-person class will give a general introduction to performance management principles, performance evaluation forms used on campus, and the Performance Management Certificate Program. Class highlights include: Introduction to Core Competencies, UCSB guidelines for performance evaluations, preparing for your own performance evaluation using the self-assessment form.

Supervisor Lab: Conducting Effective Performance Evaluations

This in-person class is intended for supervisors and managers who have completed the Performance Management Certificate Program and are ready to apply what they have learned with their own direct reports. Participants will receive individualized help with preparing and presenting performance evaluations. Class topics include how to write specific comments and examples of performance on evaluation forms, how to assess the demonstration of UC Core Competencies and how to select appropriate performance ratings.

Other class highlights include:

- A review of the UCSB Guidelines for performance evaluations.
- Creating a Professional/Skills Development Plan for the employee.
- Employee Engagement Tips
- Advice on addressing problem performance issues and managing negative reactions to performance feedback.
- Post-evaluation follow-up activities.

Performance Management Certificate Program (E-Courses)

The Performance Management Certificate Program is a series of on-line courses developed to provide managers and supervisors with easy access to all the core information necessary to effectively manage the performance of staff employees. Participants receive a certificate of completion after taking all of the following on-line courses:

- Performance Management Overview
- Giving and Receiving Feedback
- Conducting Performance Appraisals
- Coaching for Performance and Development
- Also Recommended: Hiring for Success
- Setting Expectations and Individual Performance Goals
- Engaging and Developing Employees
- Motivating, Recognizing and Rewarding Employees
- Managing Corrective Action

PERFORMANCE MANAGEMENT PROGRAM

Human Resources offers a series of in-person and e-courses to provide all UCSB staff with comprehensive training on Performance Management.

To register for free in-person classes or launch the e-courses, please log into the UC Learning Center:

https://learningcenter.ucsb.edu

and enter code PMCP in the search field to look for available offerings.

Classes held in the HR Learning Center

For more information contact: x 4482

Class schedules for in-person classes are still TBD for Fall Quarter.

Following campus announcement, courses will be posted in the UC Learning Center.
S.M.A.R.T Workshops
Successfully Managing and Retaining Talent

Presented by UCSB Employee and Labor Relations and Funded by the UC Office of the President's Be Smart About Safety Program

Managing in a Union Environment/Smooth Sailing
Wednesday, September 16th, 10:00 – Noon, HR Learning Center, Free

Supervising represented employees and navigating the various union contracts that govern their terms and conditions of employment are growing challenges. This workshop provides a brief overview of the basics of managing employees in a unionized environment. The course will provide you basic guidance on what you need to know for effective management in a union environment, including: how employees get represented, how collective bargaining agreements are negotiated, and what happens when a represented employees files a grievance? This course is also taught as part of the Management Development Series.

YOU ARE THE GOAL!! Career and Individual Development Planning
Wednesday, October 14th, 9:00 –10:30 HR Learning Center, Free
Presented in Partnership with Margaret Driscoll (Learning Organization Librarian)

This new course is designed to teach Managers and Supervisors career development competencies. At the end of the course, you will be successful at setting SMART goals and creating an individual career development plan. You will also learn about resources that are available to you and your employees for professional development. Don’t miss this great opportunity!

We Are All Leaders: How to Influence Up To Maximize Happiness
Wednesday, November 4th, 8:30 –Noon, HR Learning Center, Free
Co-sponsored by the Office of the Ombuds

Staff who have good relationships with their supervisors benefit in numerous ways including a feeling of happiness and fulfillment at work. Learn about communication skills and management styles to effectively and efficiently work with your supervisor for mutual knowledge and success. Become a partner and influence outcomes. Learn how to manage your environment rather than allowing it to manage you!

Employee Relations Solutions: Help for Managers & Supervisors
Monday, December 7th and Wednesday, December 9th, 8:30 – Noon (Both days required), HR Learning Center, $70

A comprehensive overview course; also part of the Supervisory Certificate Program. Dealing with employee relations issues can be one of the most difficult parts of a supervisor’s or manager’s job. Gain the knowledge and skills necessary to improve your management skills and effectively resolve the three most common employee issues: performance, attendance, and conduct. Also, learn about progressive discipline and the different forms of corrective actions. (NOTE: This course costs $70)

All courses require pre-registration
Bee SMART and register! by logging in at: http://learningcenter.ucsb.edu
Note: you must use Internet Explorer 9.0 or Lower (not Firefox) and turn your pop-up blocker off
Problems registering? E-mail Debra.Martin@hr.ucsb.edu
OPEN ENROLLMENT FOR 2016
October 29th to November 24th

Open Enrollment, the time each year when you can change your medical plan and sign up for other benefits, is a good time to consider any changes to your situation, plan ahead for significant medical events and take stock of your physical wellbeing.

Watch for information and resources about the 2016 plans in late-October:

- Details about the plans and enrollment process will be posted on UCnet
- Booklets and flyers will be mailed to your home
- Schedule of presentations hosted by UCSB Benefits

http://www.hr.ucsb.edu/training/hr-training/benefits-and-retirement

RETIREE HEALTH-PLANNING FOR RETIREMENT
Thursday, October 8th
12:00-1:30 UCEN, Flying A

Understanding retiree health insurance is important when planning your retirement. If you are preparing to retire or just thinking about it, please join us to learn about the health insurance options currently available to UC retirees.

Questions x 4201

RETIREMENT SYSTEM WORKSHOP-1976 TIER
Monthly, 11:00-12:00, HR Learning Center

Friday, September 11th
Friday, October 9th
Friday, November 13th
Friday, December 11th—CANCELLED

This class is for employees who want to know more about the 1976 retirement program and learn how to use the online tool to estimate retirement benefits.

No reservations are required, however, seating is limited and the laptops are on a first come first serve basis.

For more information visit:

http://www.hr.ucsb.edu/training/hr-training/benefits-and-retirement

Questions: x 2489

FIDELITY FINANCIAL EDUCATION CLASSES
Schedule is available at:

https://ucfocusonyourfuture.mysecurebenefitsportal.com/FinancialFitnessLibrary/Schedule

Please RSVP with Fidelity by calling 1-800-642-7131 or online at:

http://getguidance.fidelity.com/universityofcalifornia
lynda.com is an on-demand resource and training tool for all UCSB faculty, staff and student employees. Users will receive premium-level options with un-limited access at work and for personal use at no cost. Courses are self-paced, so they can be completed continuously or incrementally as time permits. Users access lynda.com using their UCSBnetID and password through:

http://it.ucsb.edu/services/lynda

Or through the “UCSB access to lynda.com” link on various webpages, including the HR homepage. Users can log in from any computer, whether at home or at work and even from their smartphones.

Recommended courses at lynda.com:

Conflict Resolution Fundamentals
This course introduces the Anatomy of Conflict and provides steps to resolve conflict. It also introduces the principles of influence when dealing with workplace conflict and disputes.

Communicate Clearly
Become a stronger speaker, writer and listener. Learn to deliver outstanding presentations, resolve conflict diplomatically and pitch your ideas.

Project Management Fundamentals
Lays out a set of principles for managing projects efficiently from beginning to end.

NEW EMPLOYEE ORIENTATION
1st and 3rd Tuesday of every month
In the HR Learning Center
9:00-Noon
Learn about policies, UC Benefits, Safety in the Workplace including Ethics in the Workplace
For more information x4664