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

CANCELLATION POLICY

48 hour advance notice of cancellation is required. If cancellation notice is not received, participant’s budget will be charged.

COACHING FOR IMPROVED WORK PERFORMANCE

Tuesday, September 27th, 8:30-4:00pm, (30 min. lunch break)
HR Learning Center, Enroll by September 20th, Course Code: 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

Tuesday, December 13th & Thursday, December 15th (Both days required) 8:30-12:00
HR Learning Center, Enroll by December 6th, 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, selection guidelines, OACIS system and interviewing methods to increase the diversity of your applicant pools.

DEALING WITH ORGANIZATIONAL CHANGE

Wednesday, October 26th 8:30-4:00, (30 min. lunch break)
HR Learning Center, Enroll by October 19th, 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.
**Payroll/Personnel System (PPS) training is mandatory for those who prepare and/or review personnel transactions and/or process payroll time reporting transactions online.**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>DATE AND TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td><strong>PPS Basics</strong></td>
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<td>(Required for All)</td>
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<tr>
<td>Monday, <strong>October 31st</strong>, 8:30-12:00</td>
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<td>Human Resources Learning Center</td>
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<td>3101DD SAASB</td>
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<td><strong>Employee Database Update Lab</strong></td>
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<td>(Required for Preparers, Time Reporters &amp; PAN reviewers)</td>
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<td>Choose only one session:</td>
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<tr>
<td>Tuesday, <strong>November 1st</strong>, 8:30-12:00</td>
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<td>Social Sciences &amp; Media Studies Labs (SSMS) Labs 1301 &amp; 1302</td>
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<tr>
<td>Thursday, <strong>November 3rd</strong>, 8:30-12:00</td>
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<td>1525 Phelps Hall</td>
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<td><strong>Online Time Reporting Lab</strong></td>
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<td>(Required for Preparers &amp; Time Reporters)</td>
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<td>Choose only one session:</td>
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<tr>
<td>Friday, <strong>November 4th</strong>, 9:00-11:00</td>
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<td>Social Sciences &amp; Media Studies Labs (SSMS) Lab #1005</td>
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<td>Friday, <strong>November 4th</strong>, 2:00-4:00</td>
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<tr>
<td>Friday, <strong>November 18th</strong>, 9:00-11:00</td>
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**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:

[http://www.hr.ucsb.edu/training/hr-training/payrollpersonnel-system-pps](http://www.hr.ucsb.edu/training/hr-training/payrollpersonnel-system-pps)

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: Monday, October 24th**
**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 for staff with a full-time equivalent salary less than or equal to $4,600/mo.

Scholarship awards will be granted up to $500 per year.

Please see additional guidelines and more information at: [http://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program](http://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program)

Questions x3482

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**S.M.A.R.T. WORKSHOPS**

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

FOR MANAGERS AND SUPERVISORS

**X-Files Discovery- Uncovering the Secrets of Employee Personnel Files**

(NEW COURSE, REGISTRATION FULL, WAIT LIST AVAILABLE)

**Thursday, September 15th, 9:00-10:00am**

Human Resources Learning Center (SAASB 3101DD)

Special workshop for supervisors and department employee records managers on policies, procedures, and best practices for staff personnel files. Topics include: what should and should not be included in staff personnel files, how to respond to requests to view or modify personnel files, and how long to keep records and files.

NOTE: This course will be focused on staff personnel files.

**Tuesday, October 11th, 9:00-11:00am**

Human Resources Learning Center (SAASB 3101DD)

Special workshop for supervisors and department employee records managers on policies, procedures, and best practices for employee personnel files. This two hour course will cover staff and academic employee files. Topics include: what should and should not be included in employee personnel files, how to respond to requests to view or modify personnel files, and how long to keep records and files.

Questions x4119

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All courses require pre-registration

**Location:** Human Resources Learning Center

Bee SMART and register by logging in at: [http://learningcenter.ucsb.edu](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 2017

October 27th to November 22nd

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 2017 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

Retirement Choice Program Workshop (2016 Tier)

Newly eligible 2016 Tier employees have a choice of primary retirement benefit options with costs shared by you and UC. Participation in one of the options is required, and you choose the one that’s right for you.

You will need to choose a primary UC retirement benefit option within 90 days of the date you become eligible. In general, your eligibility date is your hire date. If you are uncertain about your eligibility date, please call the UC Retirement Administration Service Center at 1-800-888-8267.

If you need more information to make your choice or want to learn more about the plan you've already selected, please come to a workshop:

Human Resources (SAASB 3101), No reservations (Please note updated dates and times)

October 4  1:00pm-1:30pm
October 14  9:15am-10:15am
November 15  2:30pm-3:15pm
December 9   9:15am-10:15am
Cesar Cap, Fidelity Retirement Planner

For more information visit:
http://www.hr.ucsb.edu/training/hr-training/benefits-and-retirement
Questions:  x 2489

RETIREE HEALTH INSURANCE

Thursday, September 29th
12:00-1:30 UCEN, Flying A

This workshop is for employees who want to learn more about UC health insurance and Medicare after retirement. Understanding retiree health insurance is important when planning your retirement. If you are preparing to retire or just thinking about it, join us to learn about the health insurance options currently available to UC retirees. No reservation required. Questions x 4201
Preparing for Retirement Webinars

Presented by representatives from the Retirement Administration Service Center (RASC), this webinar for UCRP members considering retirement from UC within the next five years, covers topics such as understanding the UCRP pension benefits, retirement savings and retiree health coverage.

You do not need to register for the webinar. You will, however, need to both log into the ReadyTalk website and dial into the ReadyTalk telephone conference:

- Dial 1-866-740-1260 and enter access code 9870510
- Visit readytalk.com and enter access code 9870510 under “Participant, Join a Conference”

ReadyTalk has a limit of 150 unique callers. If you dial in after this limit has been reached, you will not be able to hear the audio. If you cannot attend a presentation because no more lines are available, please try again on the next presentation date.

A video of the Preparing for Retirement presentation can also be viewed online at UCnet.

Go to http://ucnet.universityofcalifornia.edu, search for Retirement Video.

If you have questions about retirement, please contact RASC Customer Service at 800-888-8267

Calls are held the second and fourth Tuesdays from 10:00 am—12:30 pm

- September 13
- October 11
- November 08
- December 6
- September 27
- October 25
- November 22
- December 20

For more information please contact RASC at 800-888-8267

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FIDELITY FINANCIAL EDUCATION CLASSES

Schedule is available at:

https://myucretirement.com/

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

http://getguidance.fidelity.com/universityofcalifornia
NEW EMPLOYEE ORIENTATION EXTENDED

9:00-4:00, 1 hour lunch break
1st and 3rd Tuesday of every month, no registration needed
In the HR Learning Center, 3101 SAASB

Learn about:
- History and Culture of UCSB
- Policies and Procedures
- Training and Development Opportunities
- Services and Resources
- Health and Welfare Benefits
- Retirement Programs
For more information call x4664

SEXUAL VIOLENCE/ SEXUAL HARASSMENT PREVENTION

Wednesday, October 19th, Life Theater, Engineering Science Building-ESB1001, Free

Please choose one presentation:

10:00am-12:00pm or 1:00pm-3:00pm

This presentation will fulfill both the AB1825 SH Prevention training requirement and the Sexual Violence and Sexual Harassment Prevention Training for non-supervisory staff.

Faculty, Supervisory Staff, and non-supervisory staff are welcome to register.

Seating is limited at each presentation and registration will be accepted on a first-come-first-serve basis.

Learn about the new policy changes, your role as a Responsible Employee, and how to effectively respond to a potential sexual harassment or sexual violence report including utilizing campus resources.

SPECIAL NOTE:

SVSH Prevention training is no longer a requirement of the Supervisory Certificate Program.

As part of the University of California’s ongoing efforts to prevent and respond to sexual violence and sexual harassment, the Office of the President has launched a new comprehensive sexual violence and sexual harassment prevention training program that is required for all UC staff and faculty on payroll with active status.

For more information, please visit:
http://sexualviolence.ucsb.edu/education.and.training/
or contact Carol at x3442
lynda.com is an on-demand resource and training tool for all UCSB faculty, staff and student employees. As a UCSB staff member, you have free access to over 5,000 training videos!

Go to http://www.hr.ucsb.edu/training/lynda

And log in with your UCSBnetID and password to learn more about these titles and other new releases.

Recommended courses at lynda.com:

G-mail Essential Training
Master the basics of composing, sending, and replying to email in Gmail and then learn powerful configuration and organizational techniques to enhance productivity.

Change Management
Learn the principles and process of change management to drive change at the project level, in a certain business area, or throughout an entire organization.

Publisher 2016 Essential Training
In-depth instruction in the core features and tools in Publisher 2016.

For a sample playlist click here