UCSB Human Resources Department-Wide Training Schedule Winter 2021

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.

To register please visit the **UC Learning Center** :

https://www.learningcenter.ucsb.edu/

For more information contact: x 3482

or email: **katharine.martin@hr.ucsb.edu**

Supervisory Certificate Program (SCP) Standards

- All SCP offerings for Fall 2020 will be offered via Zoom, and the Zoom link will be provided 24 hours in advanced to registered participants.

- Pre-registration is required. Due to the high demand and limited seating, we request that you cancel at least 48 hours before a scheduled class to avoid course fees.

- Individuals on a waitlist will be notified by HR of space availability based on cancellations.

- In accordance with our waitlist standard, "swapping" a registered participant with a non-registered participant, is not permitted.

- Walk-ins (including individuals who remain on the waitlist) cannot be accommodated.

- Courses that span over multiple days require attendance at all sessions for course credit.

- Arrival more than 15 minutes late may result in no credit for the course, and the course fee will apply.

Supervisory Certificate Program Courses

MAKING TEAMS WORK

Wednesday, **January 13th** 8:30-4:00 PM, *(30 min lunch break)*

Offered Via Zoom, Enroll by January 6th, Course Code: 8009 (SCP) $70

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.

SUPERVISOR INSTITUTE

Wednesday & Thursday, **February 3rd & 4th** (*Both days required*) 8:30-4:00 PM, *(30 min lunch break)*

Offered Via Zoom, Enroll by January 27th, Course Code: 2001 (SCP) $140

Participants establish supervisory skills and acquire techniques to enhance communications, motivate staff, lead meetings, delegate effectively, manage their time, provide coaching and facilitate change within an organization.

PREVENTING AND RESPONDING TO WORKPLACE VIOLENCE

Wednesday, **Feb 10th,** 8:30AM-12:00 PM
Offered Via Zoom, Enroll by Feb 3,rd Course Code: 2008 (SCP) $35

In this workshop you will learn strategies and skills for dealing with disruptive and angry individuals. You will learn about warning signs, how to interact with an aggressive person, why an attitude of confidence and respect is important, practical ways to reduce interpersonal tensions, how to maintain your safety and prevent future incidents.

Supervisory Certificate Program Courses

POWERFUL PRESENTATIONS

Thursday, **Feb 18th** 8:30-4:00PM, *(30 min lunch break)*
Offered Via Zoom, Enroll by Feb 11th, Course Code: 8004 (SCP) $70

According to national surveys, fear of public speaking ranks among Americans' top dreads, surpassing fear of illness, fear of flying, fear of terrorism, and often the fear of death itself. This course is designed for employees who want to enhance their public speaking and presentation skills and use visuals and handouts effectively. Learn how to manage the stress of public speaking and difficult questions.

DEALING WITH ORGANIZATIONAL CHANGE

Monday, **March 1st** 8:30-4:00PM, *(30 min lunch break)*
Offered Via Zoom, Enroll by Feb 22nd, 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.

DISABILITY MANAGEMENT: WORKPLACE ACCOMODATIONS

Wednesday, **March 17th,** 8:30AM-11:30 AM
Offered Via ZOOM, Enroll by August 12th, Course Code: 2011 (SCP) $30

Supervisors and Managers are obligated under federal and state law to engage in the Interactive process and provide reasonable accommodations to employees with a disability. Learn about the interactive process, reasonable accommodations, and how to discuss disability-related needs with your employees in a positive and confidential manner. Develop the skills necessary for creating a disability-inclusive workplace by collecting resources and gathering ideas for workplace accommodations.

Dilling Yang
Staff Scholarship Program

About the Scholarship Program

Non-probationary career staff with a full-time-equivalent salary less than or equal to $5,300/month are eligible to apply for the Dilling Yang Staff Scholarship Program. Eligible career staff may apply for scholarship awards for education, training, and other learning opportunities available at UC Santa Barbara.

♦ For additional information regarding eligibility and other guidelines/ application, please visit: http://www.hr.ucsb.edu/files/forms/ Dilling_Yang_Scholarship_Application_Form_with_Guidelines.pdf

♦ For information regarding HR Training courses and other training opportunities at UCSB, please visit https://www.learningcenter.ucsb.edu/

If you have any questions regarding the Dilling Yang Staff Scholarship Program, please email Human Resources, Training & Development at katharine.martin@hr.ucsb.edu or call x3482.

New Employee Orientation & New Employee Benefits Orientation Updates

New Employee Orientation

To implement recommended social distancing measures due to COVID-19, Human Resources is offering New Employee Orientation (NEO) via Zoom. Zoom links will be emailed directly to **new employees that have signed up for NEO.** To request the zoom link email katherine.abad@hr.ucsb.edu

New Employee Benefits Orientation

New Employee Benefits Orientation (NEBO) Webinar Offerings:

1. Employees who are eligible for Full benefits and Primary Retirement Benefits (UC Retirement Choice Program, UCRP): Every Friday from 10:30am - 12:00 pm (weekly)

2. Employees who are NOT eligible for UCRP: 2nd Thursday of each month from 10:30 am - 12:00 pm (once a month)

How to join the New Employee Benefits Orientation (NEBO) Webinar:

Join online: https://UCOP.zoom.us/j/9517875041(link is external)
Meeting ID code: 951 787-5041

New Employee Orientation

For more information call x3168

When & Where?

- 1st & 3rd Tuesday every month
- Offered Via Zoom
- 9:00 – 11:30 am

Who?

- New hires
- Limited to Career
- Others who recently became benefits eligible or experienced a change of benefits eligibility
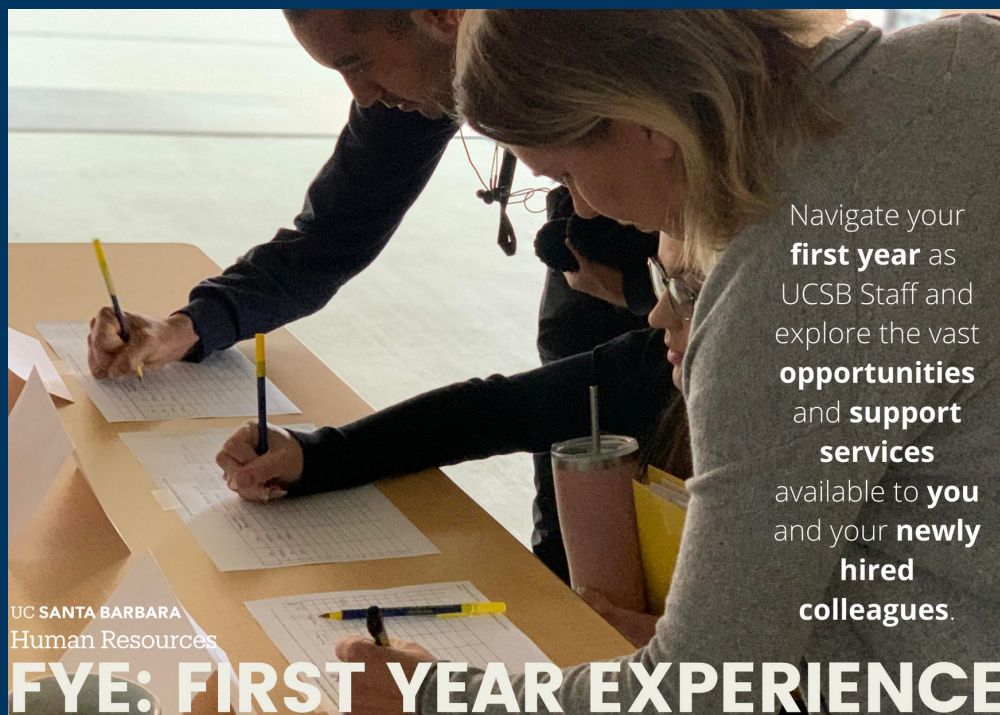
What?

- History & Culture of UCSB
- Policies & Procedures
- Training/Development Opportunities
- Services & Resources

First Year Experience (FYE)

Explore your Opportunities

The *First Year Experience (FYE)* program is a 9-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.**

FYE 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. For more Information, contact Jane Noyes at jane.noyes@hr.ucsb.edu

Navigate your **first year** as UCSB Staff and explore the vast **opportunities** and **support services** available to **you** and your **newly hired colleagues**.

UC **SANTA BARBARA**
Human Resources

FYE: FIRST YEAR EXPERIENCE

Upcoming Courses

Professional Development: We've Got You Covered, January 7

Get Moving with TPS: Exploring Transportation Alternatives, January 21

Employee Services: Here for You, February 4

Staff Groups: Get Connected, Stay Connected, February 18

Performance Matters: Maximize Your Performance, March 4

Working with Faculty: The Relationship and You, March 18

To register for each course, please visit the **UC Learning Center**, keyword *FYE*.

UC People Management Series & Certificate Program

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

Communications

In order to complete the certificate you must complete all core courses* and at least four elective courses.

Download the *UC People Management Series & Certificate* course list.

_____

All courses are available in the UC Learning Center (link is external)
(Tip: Enter "PMCP" in the "Search" field on the Learner dashboard).

Completion of the *UC People Management Series & Certificate* also makes one eligible for participation in the
UC People Management Conference.

For more information visit: https://pmc.ucop.edu/

Questions? x 3482 or email: hrtrain@hr.ucsb.edu

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

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

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

Visit the **UCSB Learning Center** for an in-depth **Career Roadmap** experience.

LinkedIn Learning

UC Core Competency
ABC's Collection: Creating the Future
Winter 2021

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. Explore the Creating the Future Core Competency and the coordinating course list below!

Log in today!

UCSB ➕ **in** LEARNING WITH **Lynda.com** CONTENT

Creating the Future: Anticipates and adapts to change. 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.

Change Agility

Communicating in Times of Change

Mission and Vision Focus

Be More Productive: Take Small Steps, Have Big Goals

Stewardship

Holding Yourself Accountable