UCSB

Supervisory Certificate Program

SCP Winter 2024

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

Dealing with Organizational Change

Wednesday, January 31st 2024 | 8:30 am – 4:00 pm |

Zoom | Course Code 2009 | $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.

Powerful Presentations

Tuesday, February 6th 2024 | 8:30 am – 4:00 pm |

Zoom | Course Code 8004 | $70

According to national surveys, fear of public speaking ranks among Americans' top dreads, surpassing fear of illness, flying, 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 challenging questions.

Career Management: Choices That Make a Difference

Tuesday, February 13th 2024 | 8:30 am – 12:00 pm |

Zoom | Course Code 9002 | $35

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.

Supervisor Institute

Tuesday, February 20th 2024 & Thursday, February 22nd 2024 | 8:30 am – 4:00 pm |

Zoom | Course Code 2001 | $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.

Classification Workshop

Tuesday, March 5th 2024 & Thursday, March 7th 2024 | 9:00 am – 12:00 pm |

Zoom | Course Code 2007 | $60

Overview of staff classification and compensation policies and procedures, including how to structure job descriptions, the methodology used for classifying jobs, and the factors considered in establishing fair and equitable pay for positions.

Emotional Intelligence

Wednesday, March 6th 2024 | 8:30 am – 4:00 pm |

Zoom | Course Code 8013 | $70

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.

Dilling Yang Staff Scholarship Program
Guidelines
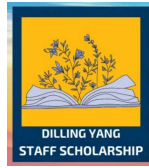
Grow your talents   Develop your skills

Thank you for your interest in the Dilling Yang Staff Scholarship Awards. The following guidelines will help you with your application. Please submit any questions or your completed application via:
HR ServiceNow > Training & Development > Dilling Yang Scholarship.

1. The purpose of the Dilling Yang Staff Scholarship Program is to support the professional development of **non probationary career staff with a full-time-equivalent salary less than or equal to $5,870 per month** (effective July 1, 2022).

2. Granting of the scholarship awards is selective; not all applicants may receive funding.

3. Generally, scholarship awards will be granted up to $500 per proposal to a maximum of $500 per person per year. Other amounts may be considered (e.g., for higher tuition costs for UCSB undergraduate and graduate courses, special one-time funding requests, etc.).

4. Scholarship applications must be submitted for a SPECIFIC quarter (Summer, Fall, Winter, or Spring) in the current scholarship year (July-June). Applications intended to cover an entire year will NOT be accepted.

5. Scholarship applications must indicate the SPECIFIC title of the professional development activity for which funding is being requested.

6. For all professional development activities, other than UCSB Human Resources Training classes, **proof of registration and payment must be submitted with the scholarship application.**

7. Application submission deadline dates for priority consideration are as follows. Note: Late applications may be considered.
   Summer professional development activities (Jul 1 - Sep 30): **August 15**
   Fall professional development activities (Oct 1 - Dec 30):   **October 15**
   Winter professional development activities (Jan 1 - Mar 30)   **January 15**
   Spring professional development activities (Apr 1 - Jun 30): **April 1**

8. Awards can be used **for registration and educational fees only** for courses, training and other learning opportunities offered at **UCSB only**. Examples include:
   UCSB undergraduate and graduate courses including **Reduced Fee Enrollment**
   UCSB **PaCE** courses including **Open University**
   UCSB **HR Training & Development** courses and workshops (e.g., Supervisory Certificate Program.)
   UCSB affiliated conferences such as those offered by the **Professional Women's Association**

9. If your application is approved, reimbursement payment will be issued by Human Resources, providing that **proof of registration and payment has been received** by HR Training.

10. Within two weeks following the professional development activity, the applicant must complete a Dilling Yang Staff Scholarship Program evaluation form and return it to HR Training & Development, mail code 3160.

11. A certificate of recognition will be granted to each scholarship recipient following the conclusion of the scholarship year.