UC People Management Series and Certificate Course List

Introduction

The UC People Management Series consists of UC systemwide eCourses and 1 local intructor-led course that cover 6 different competency areas:

*Performance Management

*Managing Implicit Bias

*Managing People

*Administration & Operations

*Change Management

*Communications

Employees who complete all 10 Core Courses, the 6 Managing Implicit Bias Xourses, and at least 4 Elective Courses covering 4 out of the 5 competency areas (Managing People, Administration & Operations, Change Management and Communications), will receive a certificate of completion

Core Courses

Competency Area - Performance Management (complete all 8 eCourses)

Performance Management Overview

Setting Expectations

Giving & Receiving Feedback

Engaging & Developing Employees

Conducting Performance Appraisals

Motivating, Recognizing & Rewarding Employees

Coaching for Performance

Managing Corrective Action

Competency Area - Managing People (complete both eCourses)

Hiring for Success

Strategic On-Boarding

Managing Implicit Bias Program (complete all 6 courses)

What is Implicit Bias?

The Impact of Implicit Bias

Managing the Influence of Implicit Bias: Awareness

Common Forms of Bias

Managing the Influence of Implicit Bias: Mindfulness and Conscious De-biasing

Managing Implicit Bias in the Hiring Process

Elective Courses (complete at least 1 course from each of the 4 different competency areas for a total of 4+ courses)

Competency Area - Managing People (complete at least 1 course from this competency area)

Identifying the Root Causes of Performance Issues

Overview of the UCSB Performance Development Process (instructor-led)

Competency Area - Administration & Operations (complete at least 1 eCourse from this competency area)

Leverage Your Strengths and Avoid Derailing Behaviors

Help Your Employees Prioritize Their Work

Competency Area - Change Management (complete at least 1 eCourse from this competency area)

Navigating through Changes and Conflicts in Projects

Moving Forward with Change Planning

Competency Area - Communications (complete at least 1 eCourse from this competency area)

Responding to Conflict

Exercising Influence

Facilitating Upward Feedback

Dealing with Negative Reactions to Performance Feedback

Building Collaborative Relationships

Effective Team Communication