Coaching for Improved Work Performance

Supervisor Institute

Employee Hiring Process

To register, please visit the UC Learning Center or click on the courses offered this quarter.

more information: tori.stoeckinger@hr.ucsb.edu

Supervisory Certificate Program SCP

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

- All SCP offerings for Spring '22 are conducted via Zoom.
- The link is provided 24 hours in advance to those registered.
- Pre-registration is required. We request that you cancel 48 hours before a scheduled class to avoid course fees.
- Individuals on a waitlist are notified by HR of availability based on cancellations.
- Per our waitlist standard, "swapping" a registered participant with a non-registered participant is not permitted.
- Walk-ins (including individuals who remain on the waitlist) will not 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. The course fee will apply.
Coaching for Improved Work Performance
Tuesday, April 5 | 8:30-4pm | $70
Course Code 7121

Successful supervisors have, by a combination of experience, skills, 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.

Supervisor Institute
Tuesday + Thursday, April 26 + 28 | 8:30am-4pm | $140
Course Code 2001

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.

Employee Hiring Process
Tuesday, May 10 + 12 | 8:30-12pm | $70
Course Code 2012

Learn to manage the selection process, develop job-related criteria, and conduct compelling 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, TAM system, and interviewing methods to increase the diversity of your applicant pools.
Scholarship Guidelines

Who?
- Non-probationary career staff
- Full-time-equivalent salary less than or equal to $5,300/month

What?
- Eligible career staff may apply for scholarship awards for education, training, and other learning opportunities available at UC Santa Barbara
- Awards can be used for registration and educational fees only
- If selected, the award is up to $500 per person per year

When?
- Summer: August 15
- Fall: October 15
- Winter: January 15
- Spring: April 1

Where?
- Dilling Yang Scholarship Application
- Open a ServiceNow Ticket

Dilling Yang Staff Scholarship Program

The purpose of the Dilling Yang Staff Scholarship Program is to support the professional development of our non-probationary career staff with a full-time-equivalent salary less than or equal to $5,300 per month.

For additional resources regarding eligibility, other guidelines, or to access the application, refer to the Dilling Yang Scholarship Application Form with Guidelines.

more information:

gisele.schiavo@hr.ucsb.edu

For HR Training courses and other training opportunities at UCSB, please visit the UC Learning Center.
First Year Experience
FYE

Upcoming Learning Experiences

Professional Development: We've Got You Covered
April 7

Get Moving with TPS: Exploring Transportation Alternatives
April 21

Performance Matters: Maximize Your ePerformance
June 2

FYE Beyond Benefits: Advantages of Employeeship
June 16

First Year Experience FYE

The First Year Experience (FYE) program is a 8-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.

The FYE program 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.

To register for each course, please visit the UC Learning Center, keyword FYE or click on the upcoming courses listed.

more information: janegama@ucsb.edu
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.

Building Relationships:
Models, foster, and promotes the UC Principles of Community. Demonstrates empathy and respect for all people regardless of differences; promotes fairness and equity. Cultivates, champions, embodies, embraces, and supports a sense of diversity, equity, inclusion, and belonging.
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. Completion of the UC People Management Series & Certificate also makes one eligible for participation in the UC People Management Conference.

All courses are available in the UC Learning Center, keyword PMCP

For more information email: hrtrain@hr.ucsb.edu

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. Visit My UC Career Account and Login to create an account!