

UCSB Human Resources Department-Wide Training Schedule Winter 2019

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:

<https://www.learningcenter.ucsb.edu/content/certificate-programs-training-series>

To register please log into the UC Learning Center: <https://www.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.

MAKING TEAMS WORK

Thursday, **January 24th** 8:30-4:00, 30 min lunch break

HR Learning Center, Enroll by January 17th, 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

Monday, **February 25th** and Thursday, **February 28th**, (*Both days required*) 8:30-4:00, 30 min lunch break

HR Learning Center, Enroll by February 18th, 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, **February 27th**, 8:30-Noon

HR Learning Center, Enroll by February 21st, 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.

(SCP classes continued)

POWERFUL PRESENTATIONS

Wednesday, **March 13th** 8:30-4:00pm, 30 min lunch break

HR Learning Center, Enroll by March 6th, 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.

DISABILITY MANAGEMENT

Wednesday, **March 20th**, 9:00-11:30

HR Learning Center, Enroll by March 13th, Course Code: 2011 (SCP) \$25

Supervisors and Managers have a critical role in disability accommodation & management! Effective and timely communication with employees with disabilities displays a commitment to a successful working environment. This training addresses a supervisor's or manager's obligations under federal and state laws as well as university policy. You will learn how to respond to an employee's needs/requests in a proactive and supportive manner and why this is important.

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 \$5,000/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>

Questions x3482

Benefits & Retirement Classes

FIDELITY FINANCIAL EDUCATION CLASSES

1	15	2019	11:00 AM	Create a Budget, Ditch Your Debt, and Start Building for the Future
1	15	2019	11:30 AM	Make the Most of the UC Retirement Savings Program
1	15	2019	1:00 PM	Fundamentals of Retirement Income Planning
1	15	2019	1:45 PM	The UC Retirement Choice Program
1	15	2019	2:30 PM	Getting Started in the UC Retirement Savings Program
2	5	2019	1:00 PM	Guide to Investing in the UC Retirement Savings Program
2	5	2019	1:45 PM	Maximizing Social Security in Your Retirement Strategy
2	5	2019	2:30 PM	Strategies for Drawing Income in Retirement
2	19	2019	11:00 AM	Your College Savings Options
2	19	2019	11:30 AM	Maximizing Social Security in Your Retirement Strategy
2	19	2019	1:00 PM	Strategies for Drawing Income in Retirement
2	19	2019	1:45 PM	Preserving Your Savings for Future Generations
2	19	2019	2:30 PM	The UC Retirement Choice Program
3	5	2019	1:00 PM	Getting Started in the UC Retirement Savings Program
3	5	2019	1:45 PM	Guide to Investing in the UC Retirement Savings Program
3	5	2019	2:30 PM	Your UC Retirement System
3	19	2019	11:00 AM	Create a Budget, Ditch Your Debt, and Start Building for the Future
3	19	2019	11:30 AM	The UC Retirement Choice Program
3	19	2019	1:00 PM	Basics of When and How to Claim Social Security
3	19	2019	1:45 PM	Your UC Retirement System
3	19	2019	2:30 PM	Fundamentals of Retirement Income Planning

Schedule is also available at:

<https://myucretirement.com/>

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

<http://getguidance.fidelity.com/universityofcalifornia>

LEARN AT LUNCH

Hosted by the Academic & Staff Assistance Program (ASAP)

Lectures are open to all UCSB employees at no charge

You are welcome to bring your lunch

No registration required

Why Are We So Crazy About Food?

January 23, 12:05-12:55pm, HR Learning Center

Debbie Schiller, PhD, Licensed Psychologist

This lively presentation on the psychology of food examines an assortment of fascinating food issues, including mindless eating, hyper-palatability, the question of food addiction, and the obesity epidemic in the U.S. Cheesecake-eating rats, supertasters, picky eaters, and food restrictors will also be explored. Research, clinical and anecdotal material will be included.

For more information, please contact us at asap@hr.ucsb.edu or call x3318.

NEW EMPLOYEE ORIENTATION/NEW EMPLOYEE BENEFITS ORIENTATION

9:00-4:00, 1 hour lunch break

New Employee Orientation (NEO)/New Employee Benefits Orientation (NEBO) is normally held on the 1st and 3rd Tuesdays of every month. Given that the 1st Tuesday in January 2019 falls on New Year's Day, the January 2019 offerings of NEO (9:00am-Noon) /NEBO (New Employee Benefits Orientation, 1:00-4:00pm) **will be January 8, 2019 and January 15, 2019**, (all day required).

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

In addition to the onsite NEBO offered by Human Resources, the UCPath Center also offers convenient NEBO webinars to provide an overview of the health and welfare and retirement benefits programs.

<https://www.hr.ucsb.edu/benefits/about-your-benefits>

The banner features the University of California logo on the left, followed by the text "My UC Career". Below this, it says "DISCOVER YOUR CAREER PATH" and "Providing you with tools to learn more about your strengths, skills, and opportunities." Three icons represent the modules: a briefcase for "Discover Your Employment Preferences", a lightbulb for "In-depth Self-Assessments", and a document for "Resume Development". A yellow bar at the bottom contains a cursor icon and the text "Get started by logging into <https://uc.yournextstep.com/GetStarted>". The University of California logo and "Systemwide Talent Management" are at the bottom left. The background shows a woman in a white lab coat looking up at a starry sky.

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 Website

My UC Career is a new online, self-directed development portal available to all UC employees seeking to advance their career.

UCSB employees have increasingly identified career exploration, growth, and development opportunities as critical to their engagement and retention. My UC Career provides employees with instant access to the following six self-paced modules:

Begin Career Discovery

Job Search

Resume

Tell Your Story

Network and Research

Pre and Post Interview

All UC employees should register for a **My UC Career** account using their UCSB email address. Additional information about My UC Career and other career development resources are available via the Professional Development section of the System-wide Integrated Talent Management website. Quick links to this site are also available on the Current Employees web page and the Employment web page of the UCSB Human Resources website, as well as via the **Career Roadmap** section of the UC Learning Center website.

UC People Management Certificate Program

This free, mostly online program is designed for anyone who manages or supervises others, or aspires to do so, and consists of core and elective courses covering the following competency areas:

Performance Management

Managing People

Administration and Operations

Change Management

Communications

Managing Implicit Bias

In order to complete the certificate you must complete all Core Courses* and at least four Elective Courses. To download the UC People Management Series & Certificate Course List, [click here](#).

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

Questions? x 4664 or x 5781 or email: hrtrain@hr.ucsb.edu

FREE TRAINING VIDEOS FOR UCSB STAFF

BETTER POWERPOINT PRESENTATIONS



What do you want to learn today? Lynda.com offers over 5,000 training videos, with apps for your computer, mobile device, and TV.

SUGGESTED FOR DECEMBER 2018

PowerPoint: Designing Better Slides

Duration 1 hr. 33 min.

Avoid inflicting “death by PowerPoint” on your audiences. This course for non-designers offers purposeful and effective PowerPoint techniques and strategies, with before-and-after-examples using white space, key design components, color, and contrast for creating truly interesting presentations.

<https://www.lynda.com/PowerPoint-tutorials/PowerPoint-Designing-Better-Slides/580630-2.html?org=ucsb.edu>

PowerPoint 2016: Shortcuts

Duration 2 hr. 37 min.

Discover the pro tips that will make your PowerPoint presentations effective and engaging. Learn to customize the interface, adjust settings, insert online video, coordinate transitions, and more, using little-known keyboard shortcuts.

<https://www.lynda.com/Office-tutorials/PowerPoint-2016-Advanced-Tips-Tricks/459488-2.html?org=ucsb.edu>

Learning PowerPoint Online

Duration 1 hr. 12 min.

With PowerPoint Online you can create, view, edit, and share presentations directly in your web browser. The web app is flexible and powerful, although significantly different from the desktop version. Learn the basics, keyboard shortcuts, and how to incorporate charts, photos, video, and audio.

<https://www.lynda.com/PowerPoint-tutorials/Learning-PowerPoint-Online/651188-2.html?org=ucsb.edu>

PowerPoint Tips Weekly

Duration 3- 5 min. per week

There’s more to PowerPoint than bullets and text. Every Wednesday, this weekly series provides quick tips that will vastly improve the look of your slide decks and your ability to connect with your audience.

<https://www.lynda.com/PowerPoint-tutorials/PowerPoint-Tips-Weekly/534644-2.html?org=ucsb.edu>

To access the Lynda.com library log in with your UCSB NetID and password at: <https://www.learningcenter.ucsb.edu/content/lynda.com>

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