

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

Wednesday, **January 17**, 8:30-4:00, 30 min lunch break

HR Learning Center, Enroll by January 10th, 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.

EMPLOYEE RELATIONS SOLUTIONS- HELP FOR MANAGERS & SUPERVISORS

Tuesday, **January 23rd** and Wednesday, **January 24th**, 8:30-Noon (*Both days required*)

HR Learning Center, Enroll by January 16th, Course Code: 2017 (SCP) \$70

Dealing with employee relations issues can be one of the most difficult parts of a supervisor's or manager's job. Learn to improve your management skills through effective and clear communication. Get the knowledge you need to identify and resolve the three most common problems: performance, attendance and conduct. We'll talk about corrective action and progressive discipline, and how to do both, while staying within policy.

POWERFUL PRESENTATIONS

Tuesday, **February 13th** 8:30-4:00pm, 30 min lunch break

HR Learning Center, Enroll by February 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.

(SCP classes continued)

(SCP classes continued)

DISABILITY MANAGEMENT

Wednesday, **March 7th**, 9:00-11:30

HR Learning Center, Enroll by February 28th, Course Code: 2011 (SCP) \$25

Supervisors and Managers have a critical role in disability accommodation and 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.

SUPERVISOR INSTITUTE

Thursday, **March 15th** and Friday, **March 16th** (*Both days required*) 8:30-4:00, *30 min lunch break*

HR Learning Center, Enroll by March 8th, 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 28th**, 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.

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

Jan	24	2018	10:00 AM	The UC Retirement Choice Program	3101 SAASB
Jan	24	2018	10:45 AM	Guide to Investing in the UC Retirement Savings Program	3101 SAASB
Jan	24	2018	11:30 AM	Your UC Retirement System	3101 SAASB
Feb	6	2018	1:00 PM	Fundamentals of Retirement Income Planning	3101 SAASB
Feb	6	2018	2:00 PM	Basics of When and How to Claim Social Security	3101 SAASB
Feb	9	2018	10:00 AM	Your College Savings Options	3101 SAASB
Feb	9	2018	10:45 AM	Getting Started in the UC Retirement Savings Program	3101 SAASB
Feb	9	2018	11:30 AM	The UC Retirement Choice Program	3101 SAASB
Feb	20	2018	1:00 PM	Identify and Prioritize Your Savings Goals	3101 SAASB
Feb	20	2018	1:45 PM	Your UC Retirement System	3101 SAASB
Feb	20	2018	2:30 PM	Strategies for Drawing Income in Retirement	3101 SAASB
March	6	2018	1:00 PM	Fundamentals of Retirement Income Planning	3101 SAASB
March	6	2018	2:00 PM	Basics of When and How to Claim Social Security	3101 SAASB
March	9	2018	10:00 AM	Create a Budget, Ditch Your Debt, and Start Building for the Future	3101 SAASB
March	9	2018	10:45 AM	Preserving Your Savings for Future Generations	3101 SAASB
March	20	2018	1:00 PM	The UC Retirement Choice Program	3101 SAASB
March	20	2018	1:45 PM	Getting Started in the UC Retirement Savings Program	3101 SAASB
March	20	2018	2:30 PM	Guide to Investing in the UC Retirement Savings Program	3101 SAASB

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>

PPS Training

Payroll/Personnel System (PPS) training is mandatory for those who prepare and/or review personnel transactions and/or process payroll time reporting transactions online.

Please note: It is each individual's responsibility to register for all of the required PPS classes and labs for their PPS User Type(s).

Access to PPS will be granted only after an individual has attended all of the required classes/labs.

The chart of required courses, the PPS Course Schedule, along with other PPS training information can be found here:

<http://www.hr.ucsb.edu/training/hr-training/payrollpersonnel-system-pps>

To register, please visit the UC Learning Center at: <https://www.learningcenter.ucsb.edu/>

Questions regarding PPS training: x 3482

Questions regarding PPS access: x 2880

Registration Deadline: Registration deadline is 1/2/2018

COURSE TITLE	DATE AND TIME	LOCATION
PPS Basics <i>(Required for All)</i>	Monday , January 8th , 8:30-12:00	Human Resources Learning Center 3101DD SAASB
Employee Database Update Lab <i>(Required for Preparers, Time Reporters & PAN reviewers)</i>	Wednesday, January 10th , 1:00-4:30	Human Resources Learning Center 3101DD SAASB
Online Time Reporting Lab <i>(Required for Preparers & Time Reporters)</i>	Choose only one session: Friday, January 12th , 2:00-4:00 Friday, January 19th , 2:00-4:00 Friday, January 26th , 2:00-4:00	Social Sciences & Media Studies Labs (SSMS) Lab #1005

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

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](#).

With the exception of one instructor-led course, to be offered at a later date (*Overview of the UCSB Performance Management Process*), all of the Core Courses and Elective Courses are system-wide online courses.

***Important Note:** In January 2018, the new *Managing Implicit Bias* series will be added to the current list of Core Courses.

Stay tuned for additional details.

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

S.M.A.R.T. WORKSHOPS WINTER 2018

Successfully Managing and Retaining Talent

**FOR MANAGERS AND
SUPERVISORS**

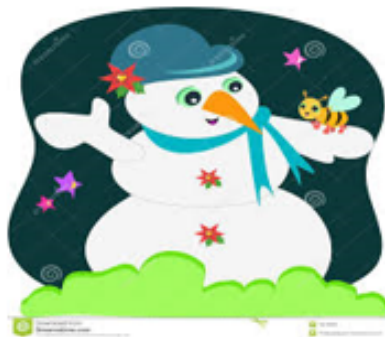
Presented by UCSB Employee and Labor
Relations and Funded by the UC Office of the
President's Be Smart About Safety Program



Employee Relations Solutions: Help for Managers & Supervisors
Tuesday, January 23rd and Wednesday, January 24th
8:30am – 12:00pm.

Human Resources Learning Center

****A Comprehensive Overview Course; also part of the Supervisory Certificate Program.** Dealing with employee relations issues can be one of the most difficult parts of a supervisor's or manager's job. Learn to improve your management skills through effective and clear communication. Get the knowledge you need to identify and resolve the three most common problems: performance, attendance and conduct. We'll talk about corrective action and progressive discipline, and how to do both, while staying within policy. (NOTE: This course costs \$70).



All courses require pre-registration.

Bee SMART and register by logging in at:

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

Click on the EMPLOYEE LOGIN button to enroll

- Turn off pop-up blockers for all Learning Center sites

Problems registering? E-mail:

jennifer.smith@hr.ucsb.edu

NOTE: Bee SMART course offerings for 2018 will be limited due to the upcoming training activities for UC Path

NEW EMPLOYEE ORIENTATION

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

1st and 3rd Tuesday of every month, no registration needed

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

Life Theatre – Sexual Violence and Sexual Harassment Prevention Training for Faculty, Supervisors, Managers, and Non-Supervisory Staff

Tuesday, **January 30th** 9:30-11:30am

HR Learning Center

This 2-hour instructor-led course is open to Faculty, Supervisors, Managers and non-supervisory staff who need to fulfill their sexual violence and sexual harassment prevention training. This presentation will provide information on preventing and responding to sexual violence and sexual harassment, providing you with campus resources so you know when and how to report as well as respond to someone who reports an incident of sexual harassment or sexual violence.

Please contact Carol Saucedo, Sr. Training Analyst, if you have any questions. Carol.sauceda@ucsb.edu

Seating is limited and registration is on a first-come, first-serve basis.

SPECIAL NOTE:

SVSH Prevention training is no longer a requirement of the Supervisory Certificate Program.

As part of the University of California's ongoing efforts to prevent and respond to sexual violence and sexual harassment, the Office of the President has launched a new comprehensive sexual violence and sexual harassment prevention training program that is required for all UC staff and faculty on payroll with active status.

For more information, please visit:

<http://sexualviolence.ucsb.edu/education.and.training/>

or contact Carol at x 3442

FREE TRAINING VIDEOS FOR UCSB STAFF



TEAMWORK

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 2017

Teamwork Foundations

Duration 1 hr. 16 min.

Learn the qualities of effective teams, and the role you as a member play in forming an effective team. Topics include the importance of delivering on expectations, communicating clearly, playing more than one role, accepting and handling conflict, and being supportive.

<https://www.lynda.com/Business-Skills-tutorials/Teamwork-Fundamentals/365728-2.html?org=ucsb.edu>

Humor in the Workplace

Duration 45 min. 6 sec.

On a basic level, humor is a cognitive skill that can be learned. An organizational consultant and former stand-up comic outlines the multiple ways in which humor can be used strategically in the workplace to relieve tension, shift perspective, and bring people together. Learn tips and tricks for evaluating and expanding your humor skill set.

<https://www.lynda.com/Business-Skills-tutorials/Humor-Workplace/365732-2.html?org=ucsb.edu>

Building Your Team

Duration 56 min. 15 sec.

Building a successful team requires understanding your own leadership style and readiness, the needs of individual team members, the different stages of team development, and the different types of teams: natural or self-directed, cross-functional, and virtual.

<https://www.lynda.com/Business-Skills-tutorials/Building-Your-Team/427474-2.html?org=ucsb.edu>

Delegating Tasks to Your Team

Duration 50 min. 23 sec.

This course walks you through a proven four-phase model to delegate tasks and manage projects large and small: evaluating the task, handing it over, supporting completion, and closing the task. You'll also learn how to pick the right level of autonomy for each task and the best ways to avoid micromanagement.

<https://www.lynda.com/Business-Skills-tutorials/Delegating-Tasks-Your-Team/110278-2.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/lyndacom>



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