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.

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

For more information contact: x 3482 or x 3168 or email: Tori.Stoeckinger@hr.ucsb.edu

Supervisory Certificate Program (SCP) Standards

- All SCP offerings for Fall 2020 will be offered via Zoom, and the Zoom link will be provided 24 hours in advance to registered participants.
- Pre-registration is required. Due to the high demand and limited seating, we request that you cancel at least 48 hours before a scheduled class to avoid course fees.
- Individuals on a waitlist will be notified by HR of space availability based on cancellations.
- In accordance with our waitlist standard, "swapping" a registered participant with a non-registered participant, is not permitted.
- Walk-ins (including individuals who remain on the waitlist) cannot 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, and the course fee will apply.
DEALING WITH ORGANIZATIONAL CHANGE

Friday, **Oct 9th** 8:30AM-4:00PM, *(30 min lunch break)*
**Offered Via Zoom**, Enroll by Oct 2nd Course Code: 2009 (SCP) $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.

EMPLOYEE RELATIONS SOLUTIONS

Tuesday, **Oct 20th** & Thursday, **Oct 22nd** *(Both Days Required)* 1:00—4:30PM
**Offered Via Zoom**, Enroll by Oct 13th, 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. Gain the knowledge and skills necessary to improve your management skills and effectively resolve the three most common employee issues: performance, attendance, and conduct. Also, learn about progressive discipline and the different forms of corrective action.

CLASSIFICATION WORKSHOP

Monday, **Nov 2nd** & Thursday, **Nov 5th**, 9:00AM-12:00PM, *(Both Days Required)*
**Offered Via ZOOM**, Enroll by October 27th, Course Code: 2007 (SCP) $60

Examine campus classification and compensation programs, policies and procedures. Learn how to write and update job descriptions, request job classification reviews, and structure positions per UCSB policies and procedures.
Supervisory Certificate Program Courses

PREVENTING AND RESPONDING TO WORKPLACE VIOLENCE

Wednesday, Nov 4th, 8:30AM-12:00 PM
Offered Via Zoom, Enroll by Oct 28th, 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.

BUILDING STRENGTH THROUGH DIVERSITY

Friday, Nov 20th 8:30AM4:00PM, (30 min lunch break)
Offered Via Zoom, Enroll by Nov 13th, Course Code: 2002 (SCP) $70

Valuing diversity means being aware of, sensitive to, and appreciative of differences in: age, gender, race, culture, physical abilities, sexual orientation and lifestyles. Participants use each others differences to make a positive impact and gain a better understanding of one’s own attitudes and their impact on others.

EMPLOYEE HIRING PROCESS

Wednesday & Thursday, Dec 2nd & 3rd (Both days required) 8:30AM-12:00PM
Offered Via Zoom, Enroll by Nov 25th, Course Code: 2012 (SCP) $70

Learn to manage the selection process, develop job-related criteria, and conduct effective 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, OACIS system and interviewing methods to increase the diversity of you’re applicant pools.
DISCOVER YOUR UC CAREER POTENTIAL
(Career Management)

Wednesday, Dec 9th, 8:30AM-12:00
Offered Via Zoom, Enroll by Dec 2nd Course Code: 9002 (SCP) $35

This course was previously known as “Career Management.” Take ownership of your individual journey by learning how to leverage your UC resources. In this half-day course, you’ll focus on working through the career development model in order to harness your own career power and discover yourself in the process. In order to maximize your participation in this course, please be prepared to share your UC experience in a safe and confidential environment. Please have your login credentials to My UC Career Portal prior to attending the course.

COACHING FOR IMPROVED WORK PERFORMANCE

Friday, Dec 11th, 8:30AM-4:00pm, (30 min. lunch break)
Offered Via Zoom, Enroll by Dec 4th, Course Code: 7121 (SCP) $70

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.
About the Scholarship Program

Non-probationary career staff with a full-time-equivalent salary less than or equal to $5,300/month are eligible to apply for the Dilling Yang Staff Scholarship Program. Eligible career staff may apply for scholarship awards for education, training, and other learning opportunities available at UC Santa Barbara.

- For additional information regarding eligibility and other guidelines/application, please visit: http://www.hr.ucsb.edu/files/forms/Dilling_Yang_Scholarship_Application_Form_with_Guidelines.pdf

- For information regarding HR Training courses and other training opportunities at UCSB, please visit https://www.learningcenter.ucsb.edu/

If you have any questions regarding the Dilling Yang Staff Scholarship Program, please email Human Resources, Training & Development at katharine.martin@hr.ucsb.edu or call x3482.
New Employee Orientation

To implement recommended social distancing measures due to COVID-19, Human Resources is offering New Employee Orientation (NEO) via Zoom. Zoom links will be emailed directly to new employees signed up for NEO. To request the zoom link email katherine.abad@hr.ucsb.edu

New Employee Benefits Orientation

New Employee Benefits Orientation (NEBO) Webinar Offerings:
1. Employees who are eligible for Full benefits and Primary Retirement Benefits (UC Retirement Choice Program, UCRP): Every Friday from 10:30am - 12:00 pm (weekly)
2. Employees who are NOT eligible for UCRP: 2nd Thursday of each month from 10:30 am - 12:00 pm (once a month)

How to join the New Employee Benefits Orientation (NEBO) Webinar:
Join online: https://UCOP.zoom.us/j/9517875041
Meeting ID code: 951 787-5041
For more information call x3168

When & Where?
• 1st & 3rd Tuesday every month
• Offered Via Zoom
• 9:00 – 11:30 am

Who?
• New hires
• Limited to Career
• Others who recently became benefits eligible or experienced a change of benefits eligibility

What?
• History & Culture of UCSB
• Policies & Procedures
• Training/Development Opportunities
• Services & Resources
First Year Experience (FYE)

Explore your Opportunities

The First Year Experience (FYE) program is an 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. FYE 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.

Upcoming Courses

Professional Development: We’ve Got You Covered, October 1
Get Moving with TPS: Explore Transportation Alternatives, October 15
Employee Services: Here for You, November 5
Advantages of Employeeship: Beyond Benefits, November 19
Performance Matters: Maximize Your Performance, December 3
Working with Faculty: The Relationship & You, December 10
Where Beauty Meets Brilliance: Look Forward by Looking Back, December 17

To register for each course, please visit the UC Learning Center, keyword FYE or follow the links above.
UCPath Training – Fall 2020

Who: Employees requiring UCPath functional user access (i.e., Initiator and Approver roles)  
What: Online Training and Instructor Led Training (Via Zoom)  
When: September 21-24, 2020

Training consists of online and instructor led workshops. There is no order for these training classes, but we recommend finishing the eCourses prior to the Instructor led training. Participants must complete all of the required courses before receiving access to UCPath.

Please register for each of these courses via the UC Santa Barbara Learning Center under the **UCPath Initiator and Approver Training Curriculum**. These courses are available to all employees, but with priority given to new employees.

Registration for the **UCPath Initiator and Approver Training Curriculum** is open.

**For questions about UCPath training, contact x4068**

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft Overview</td>
<td>This course provides an overview of PeopleSoft for users who perform transactions beyond self-service at Locations and UCPath Center.</td>
<td>Online</td>
</tr>
<tr>
<td>WFA Overview</td>
<td>This course provides an overview of the UCPath Workforce Administration (WFA) module and the employee lifecycle in UCPath. This course also introduces processes for the UCPath Template, PayPath and Extended Leaves of Absence transactions</td>
<td>Online</td>
</tr>
<tr>
<td>Basics and Navigation</td>
<td>This web-based training course provides an overview of all standard PeopleSoft functionality</td>
<td>Online</td>
</tr>
</tbody>
</table>
## UCPath Training – Fall 2020 cont.

**Instructor-Led Required Training**

All instructor-led training will be hosted via Zoom for the Fall Quarter

Zoom Link: [https://ucsb.zoom.us/j/5050875124](https://ucsb.zoom.us/j/5050875124)

<table>
<thead>
<tr>
<th>Class Name / Date/ Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UCPath Position Funding</strong></td>
<td>This course teaches how to enter and update the funding sources in a position and how to transfer funds using the Direct Retro module.</td>
</tr>
<tr>
<td>Monday, Sept 21, 2020 1:30 p.m. to 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>UCPath Position Management</strong></td>
<td>Position Management – Maintains effective date history of all UC positions – filled and vacant – and assigns positions to all employees including students. This course discusses the main points of position management, Including creating a new position and updating filled and vacant positions.</td>
</tr>
<tr>
<td>Tuesday, Sept 22, 2020 8:30 a.m. to 12:00 p.m.</td>
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</tr>
<tr>
<td><strong>UCPath Additional Pay and Pay Adjustment Requests</strong></td>
<td>This course teaches processing one-time payments, recurring additional payments, and when to request final payment and off-cycle payments.</td>
</tr>
<tr>
<td>Tuesday, Sept 22, 2020 1:30 p.m. to 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>UCPath Template Transactions Pt 1.</strong></td>
<td>Smart HR Template Transactions initiate the hiring and exit actions for employees at UCSB. UCPath Templates, Part 1, focuses on full hire templates, including demonstrations of the custom templates necessary to complete actions specific to both academics and staff, including: full hire, rehire, intra-location transfer, termination, and more.</td>
</tr>
<tr>
<td>Wednesday, Sept 23, 2020 8:30 a.m. to 12:30 p.m.</td>
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<tr>
<td><strong>UCPath Template Transactions Pt 2.</strong></td>
<td>Smart HR Template Transactions initiate the hiring and exit actions for employees at UCSB. UCPath Template Transactions, Party 2, focuses on the custom templates necessary to complete actions specific to both academics and staff, including concurrent hire, rehire intra-location and Inter-Campus transfers, termination, retirement, and more.</td>
</tr>
<tr>
<td>Wednesday, Sept 23, 2020 1:30 p.m. to 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>UCPath PayPath Transactions</strong></td>
<td>PayPath Actions is a custom component of UCPath designed to streamline updates to employee data. The component provides compliant functionality designed to meet UC’s academic and staff requirements with a tight integration between HR actions and funding requirements. This course discusses the various types of transactions in PayPath, including changes to position data, job data, and additional pay. In addition to how to submit multiple actions in a single transaction.</td>
</tr>
<tr>
<td>Thursday, Sept 24, 2020 8:30 a.m. to 11:30 a.m.</td>
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</tbody>
</table>
UC People Management Series & Certificate Program

This complimentary, 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.

**Download** the UC People Management Series & Certificate course list.

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

Completion of the UC People Management Series & Certificate also makes one eligible for participation in the UC People Management Conference.

For more information visit: https://pmc.ucop.edu/

Questions? x 3168 or 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. Click the link below to create an account.

*My UC Career Account and Login*

Visit the [UCSB Learning Center](#) for an in-depth [Career Roadmap](#) experience.
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. Explore the Achieving Results Core Competency bucket and the coordinating course list below!

Log in today!

Building Relationships: Models, fosters, 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.

Belonging and Community

Confronting Bias: Thriving Across Our Differences

Collaboration

Creating a Culture of Collaboration

Communication

Communicating with Empathy