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.

COACHING FOR IMPROVED WORK PERFORMANCE

Thursday, April 11th, 8:30-4:00pm, (30 min. lunch break)
UCEN-State Street Room Enroll by April 4th, Course Code: 7121 (SCP) $70

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

BUILDING STRENGTH THROUGH DIVERSITY

Wednesday, April 17th, 8:30-4:00pm, (30 min lunch break)
HR Learning Center, Enroll by April 10th, 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.

CLASSIFICATION WORKSHOP

Tuesday, April 23rd and Wednesday, April 24th, 8:30-Noon, (Both days required)
HR Learning Center, Enroll by April 16th, Course Code: 2007 (SCP) $70

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.
LEADERSHIP SKILLS

Thursday, May 9th, 8:30-4:00pm, (30 min. lunch break)
HR Learning Center, Enroll by May 2nd, Course Code: 2005 (SCP) $70

There is a big difference between managing people and truly leading people. This course helps participants define and learn how to develop the skills and mindset to become a more powerful and influential leader. You will learn how leaders develop and use power, learn about different leadership styles and characteristics of great leaders as well as how to be an ethical leader including how to influence those around you.

PREVENTING AND RESPONDING TO WORKPLACE VIOLENCE

Wednesday, May 15th, 8:30-Noon
HR Learning Center, Enroll by May 7th, 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.

Applies to UCSB 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](http://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program)

Questions x3482
## Benefits & Retirement Classes

**FIDELITY FINANCIAL EDUCATION CLASSES**  
**Held in HR – 3101 SAASB**

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<tr>
<th>Date</th>
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<tr>
<td>4 2</td>
<td>2019</td>
<td>1:00 PM The UC Retirement Choice Program</td>
<td>3101 SAASB</td>
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<td>4 2</td>
<td>2019</td>
<td>1:45 PM Guide to Investing in the UC Retirement Savings Program</td>
<td>3101 SAASB</td>
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<td>4 2</td>
<td>2019</td>
<td>2:30 PM Fundamentals of Retirement Income Planning</td>
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<td>1:00 PM Fundamentals of Retirement Income Planning</td>
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<tr>
<td>4 1 6</td>
<td>2019</td>
<td>1:45 PM Make the Most of the UC Retirement Savings Program</td>
<td>3101 SAASB</td>
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<td>4 1 6</td>
<td>2019</td>
<td>2:30 PM Your UC Retirement System</td>
<td>3101 SAASB</td>
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<td>5 7</td>
<td>2019</td>
<td>1:00 PM The UC Retirement Choice Program</td>
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<td>5 7</td>
<td>2019</td>
<td>1:45 PM Strategies for Drawing Income in Retirement</td>
<td>3101 SAASB</td>
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<tr>
<td>5 7</td>
<td>2019</td>
<td>2:30 PM Create a Budget, Ditch Your Debt, and Start Building for the Future</td>
<td>3101 SAASB</td>
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<td>5 2 1</td>
<td>2019</td>
<td>1:00 PM Your College Savings Options</td>
<td>3101 SAASB</td>
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<tr>
<td>5 2 1</td>
<td>2019</td>
<td>1:45 PM Your UC Retirement System</td>
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<tr>
<td>5 2 1</td>
<td>2019</td>
<td>2:30 PM Basics of When and How to Claim Social Security</td>
<td>3101 SAASB</td>
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Schedule is also available at:  
https://myucretirement.com/Classes/ClassSchedule/12

Please RSVP with Fidelity by calling 1-800-642-7131 or online at:  
http://getguidance.fidelity.com/universityofcalifornia
NEW EMPLOYEE ORIENTATION/
NEW EMPLOYEE BENEFITS ORIENTATION

9:00–4:00, 1 hour lunch break - HR Learning Center, 3101 SAASB

Held on the 1st and 3rd Tuesdays of every month

New Employee Orientation (NEO)
History and Culture of UCSB
Policies and Procedures
Training and Development Opportunities
Services and Resources

New Employee Benefits Orientation (NEBO)
Health and Welfare Benefits
Retirement Programs

For more information call x4664
UCPath Benefits Webinars

UCPath Benefits Webinars are available for benefit eligible staff who are unable to attend the health insurance component of the UCSB New Employee Benefits Orientation.

Employees who enroll in benefits through UCPath are invited to participate in a live webinar to ask questions and learn more about UC’s benefits program.

Webinars for employees eligible for Full-Level Benefits and the UC Retirement Choice Program:
Fridays 10:30 a.m.–12:00 p.m.

You are eligible for a choice of primary retirement benefits if you:
- Are hired into an eligible faculty or career staff appointment on or after July 1, 2016; OR
- Are hired in an ineligible position on or after July 1, 2016 and then become eligible for retirement benefits.

Are you represented by a union?

Your retirement benefits are governed by your union’s contract with UC. As a result, your benefits may be different than the benefits outlined here. Please refer to your collective bargaining agreement for details.

Did you work for UC before July 1, 2016, or are you a CalPERS "Classic Member"?

Read more about different rules that may apply to your retirement benefits.

Webinars for employees eligible for Core or Mid-Level Benefits but NOT for the UC Retirement Choice Program:
2nd Thursdays 10:30 a.m.–12:00 p.m.

Webinar information

To join the webinar online, go to https://zoom.us/join select “join a meeting,” and enter meeting ID: 951 787 5041. For audio, call 408-638-0968; meeting ID: 951 787 5041.
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 16 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 (https://www.learningcenter.ucsb.edu/)

(Tip: Enter "PMC" in the "Search" field on the Learner dashboard).

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

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

Questions? x 5781 or email: hrtrain@hr.ucsb.edu
FREE TRAINING VIDEOS
FOR UCSB STAFF

DIVERSITY AND INCLUSION

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

Managing Diversity-Organization
Duration 36 min. 54 sec.
Diverse workplaces increase innovation and retention. Using real case studies and examples, this video helps you create a strategic plan to support diversity and inclusion in your workplace, and manage a diverse workforce.

Appreciating Diversity
Duration 1 hr. 46 min.
A key component of emotional intelligence, appreciating diversity is part of your relatability with others so it's key to building relationships. Everyone has strengths they bring to any situation, and seeing and valuing these strengths is paramount.

Diversity in the Hiring Process
Duration 3 min. 41 sec.
The interviewing and hiring process can sometimes present a chance to discriminate against a candidate, even if you didn’t mean to. Under federal law, it is illegal to discriminate against someone because of a protected characteristic including race, nationality, religion, and more.

Managing Diversity-Individual
Duration 1 hr. 33 min.
Videos in this playlist include the following courses: Communicating Across Cultures, Leading Productive One-on-One Meetings, Leading with Stories, and Mentoring Others.
https://www.lynda.com/SharedPlaylist/04171876-f15f-4a51-94e2-46a1db1b208e?org=ucsb.edu

To access the Lynda.com library log in with your UCSB NetID and password at: http://www.hr.ucsb.edu.training/lynda