Human Resources
Training Catalog

Department-Wide Offerings

Winter 2023
January - March

UC SANTA BARBARA
Human Resources

Please follow the embedded hyperlinks to register for courses.
Preventing and Responding to Violence in the Workplace | Course Code 2008 | $35

This workshop will teach you 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 essential, practical ways to reduce interpersonal tensions, and how to maintain your safety and prevent future incidents.

Powerful Presentations | Course Code 8004 | $70

According to national surveys, fear of public speaking ranks among Americans' top dreads, surpassing fear of illness, flying, 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 challenging questions.

Dealing with Organizational Change | Course Code 2009 | $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.

For SCP offerings 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 those on the waitlist) will not be accommodated.
- Courses that span 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.
Supervisory Certificate Program
SCP

Tuesday + Thursday, February 21 + 23, 2023 | 8:30 am - 4 pm | Zoom

Supervisor Institute | Course Code 2001 | $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.

Wednesday, March 15, 2023 | 8:30 am - 4 pm | Zoom

Leadership Skills | Course Code 2005 | $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 more robust and influential leaders. You will learn how leaders develop and use power, learn about different leadership styles and characteristics of great leaders, and how to be ethical, including influencing those around you.

Tuesday + Thursday, March 21 + 23, 2023 | 9 am - 12 pm | Zoom

Classification Workshop | Course Code 2007 | $60

Overview of staff classification and compensation policies and procedures, including how to structure job descriptions, the methodology used for classifying jobs, and the factors considered in establishing fair and equitable pay for positions.

Wednesday, March 22, 2023 | 9 am - 11 am | Zoom

HR Disability Services | Course Code 2011 | $20

Overview of the disability services provided by Human Resources. Services include Workplace Accommodations, Work Life Resources, and Leave Administration.

Questions: HR ServiceNow ticket: Training & Development > HR Training Questions
The First Year Experience (FYE) program is a 7-course follow-up to the New Employee Orientation. The FYE program will help employees navigate their first year as a UC Santa Barbara staff member and support them in exploring the vast opportunities and support services available. However, the information provided is relevant to all career journeys, thus all staff is welcome to register for the program. The learning experiences are typically held on the 1st and 3rd Thursday of each month, sans January and May, beginning at 9:10 a.m. (40 minutes) via Zoom videoconference.

Please follow the embedded hyperlinks to register for the FYE.
- **Shoreline**: to view and register for any of the 2023 FYE Program offerings through Shoreline.
- **UC Learning Center**: to register for the learning experiences, visit the UC Learning Center, keyword FYE.

February 2: **Beyond Benefits: Advantages of Employeeship**, featuring SEW
February 16: **Get Connected, Stay Connected: Staff Groups**, featuring Super Group
March 2: **Professional Development: We’ve Got You Covered**, featuring HR and PaCE
March 16: **Get Moving with TPS: Exploring Transportation Alternatives**, featuring TPS

**Additional Details**
This event is open to all Staff. To receive the ZOOM link, please register.

Questions: 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, fosters, and promotes the University of California 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.

Explore the Building Relationships Core Competency and the coordinating course list below! Log in today!

Belonging and Community:
- Inclusive Leadership
- Skills for Inclusive Conversations

Collaboration:
- Creating a Culture of Collaboration
- Being an Effective Team Member

Communication:
- Communicating with Empathy
- Improving your Listening Skills

To access LinkedIn Learning, navigate to the UC Learning Center, and log in using your netID.
- Access over 16,000 expert-led courses for free
- Earn a certificate when you complete a course
- Receive course recommendations tailored to you when you connect your existing LinkedIn Profile
- Use project files and quizzes to practice while you learn
- View courses anytime on your computer or phone (from any location), allowing you to learn at your own pace!
Dilling Yang
Staff Scholarship Program

Winter Application Deadline | January 15

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 of less than or equal to $5,870 per month. Scholarship funds may only be applied toward campus-specific offerings. To apply, open an HR ServiceNow ticket and submit a Dilling Yang Scholarship Application.

Scholarship Guidelines

Who?
- Non-probationary career staff
- Full-time-equivalent salary less than or equal to $5,870/month

What?
- Eligible career staff may apply for scholarship awards for education, training, and other learning opportunities 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?
- Apply for winter professional development activities scheduled from Jan 1 - Mar 30 no later than January 15.

Where?
Awards can be used for registration and educational fees only for courses, training, and other learning opportunities offered at UCSB only. Examples include:
- UCSB undergraduate and graduate courses including Reduced Fee Enrollment
- UCSB PaCE courses including Open University
- UCSB HR Training & Development courses and workshops (e.g., Supervisory Certificate Program.)
- UCSB-affiliated conferences such as those offered by the Professional Women’s Association

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

Questions: HR ServiceNow ticket: Training & Development > Dilling Yang Staff Scholarship
The UC Managing Implicit Bias Series is a six-course online training series offered through the UC Learning Center designed to increase awareness of implicit bias and reduce its impact at the University. The series reinforces the UC diversity, equity, and inclusion values that enable the University to attract and retain a top-talent workforce. It further supports the UC’s commitment to developing effective leaders and managers of people. It is intended to supplement existing location programs and resources.

Employees may complete individual courses or the entire series. Those who complete all six online courses will receive the UC Systemwide Managing Implicit Bias Certificate. The series will also be added as a core requirement to the existing UC Systemwide People Management Series and Certificate. As a UC People Manager, being aware of implicit bias and how it impacts how we work and interact with others is especially important.

The series contains six gratis self-paced, online interactive courses that may be registered individually through embedded links below.
Each course is 15 to 20 minutes in length.

The gratis systemwide courses are as follows:

- What is Implicit Bias?
- The Impact of Implicit Bias
- Managing the Influence of Implicit Bias: Awareness
- Common Forms of Bias
- Managing the Influence of Implicit Bias: Mindfulness and Conscious De-Biasing
- Managing Implicit Bias in the Hiring Process

One-click registration available for the UC Systemwide HR Managing Implicit Bias Certificate series.

Additional Details
For more information visit UCnet webpage.
The UC Systemwide People Management Series and Certificate is a program for all People Managers consisting of Core and Elective Courses, which includes local and systemwide programs and eCourses, as well as in-person learning experiences, and covers the following topics: Performance Management, Managing Implicit Bias, Managing People, Administration & Operations, Change Management, and Communications.

In order to complete the Series and earn the Certificate, participants must complete 16 Core courses, plus 4 Electives courses which include systemwide eCourses and locally identified online and instructor-led courses.

My UC Career
Your Next Step

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

Visit My UC Career Account and Login to create an account by using your UC email address.

Additional Details
All PMCP courses are available in the UC Learning Center, keyword PMCP.
Questions: HR ServiceNow ticket: Training & Development > HR Training Questions