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.

Due to COVID-19, we are currently only advertising April & May Classes. An updated schedule will be sent out once the instruction method has been confirmed for June classes (Zoom or in-person).

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**

- 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.
BUILDING STRENGTH THROUGH DIVERSITY

Tuesday, **April 28th**, 8:30-4:00pm, (30 min lunch break)
Offered Via Zoom, Enroll by April 21st, 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.

COACHING FOR IMPROVED WORK PERFORMANCE

Wednesday, **May 27th**, 8:30-4:00pm, (30 min. lunch break)
Offered Via Zoom, Enroll by May 20th, 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 will begin offering New Employee Orientation (NEO) via Zoom. To join the session remotely via Zoom, use this link: https://ucsb.zoom.us/j/965694030 (link is external).

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 (link is external) (www.zoom.us (link is external)), Meeting ID code: 951 787-5041

New Employee Orientation

For more information call x3168

When & Where?
- 1st & 3rd Tuesday every month
- Offered Via Zoom
- 9:00 – 12:00 pm
- Break for Lunch

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
UCPath Training – Spring 2020

Who: Employees requiring UCPath functional user access (i.e., Initiator and Approver roles)
What: Online Training and Instructor Led Training (Via Zoom)
When: April 8-10, 2020

Training consists of online and in-person training workshops. There is no order for these training classes, but we recommend finishing the E-Courses 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.

### eCourse Required Training

**Access eCourses**

UC Learning Center under the UCPath Initiator and Approver Training Curriculum

<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>
Instructor Led Required Training

All instructor–led training will be hosted via Zoom for the Spring 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>
</table>
| **UCPath Position Management**  
Wednesday, April 8, 2020  
8:30 a.m. to 12:00 p.m. | 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. |
| **UCPath Position Funding**  
Wednesday, April 8, 2020  
1:30 p.m. to 3:30 p.m. | This course teaches how to enter and update the funding sources in a position and how to transfer funds using the Direct Retro module. |
| **UCPath Template Transactions Pt 1.**  
Thursday, April 9, 2020  
8:00 a.m. to 12:00 p.m. | 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. |
| **UCPath Additional Pay and Pay Adjustment Requests**  
Thursday, April 9, 2020  
1:30 p.m. to 3:30 p.m. | This course teaches processing one-time payments, recurring additional payments, and when to request final payment and off-cycle payments. |
| **UCPath PayPath Transactions**  
Friday, April 10, 2020  
8:30 a.m. to 12:00 p.m. | 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. |
| **UCPath Template Transactions Pt 2.**  
Friday, April 10, 2020  
1:30 p.m. to 3:30 p.m. | 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. |
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 Certificate Program 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.
Soft skills are the essential interpersonal skills that make or break our ability to get things done in our current jobs and take on new opportunities ahead. Topping this year’s trending skills list are creativity, collaboration, persuasion, and emotional intelligence—all skills that demonstrate how we work with others and bring new ideas to the table. While the most in-demand soft skills are all about how we work together, the most in-demand hard skills are the ones changing what we’re working on. Many of these skills will continue to evolve rapidly. Trending data reveals cloud computing, analytical reasoning, business analysis, affiliate marketing, and video production.

Soft Skills
- Banish your inner critic to unleash creativity
- Persuading others
- Being an effective team member
- Managing stress for positive change
- Developing your emotional intelligence

Hard Skills
- Learn cloud computing: core concepts
- Strategic thinking
- Business analysis foundations
- Influencer marketing foundations
- Social media video strategy: weekly bites

Log in today and discover the relationship between inquiry and practice.