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 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.
## DEALING WITH ORGANIZATIONAL CHANGE

**Thursday, October 3rd** 8:30-4:00, (30 min. lunch break)
HR Learning Center, Enroll by September 26th 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.

## PREVENTING AND RESPONDING TO WORKPLACE VIOLENCE

**Wednesday, October 16th, 8:30-Noon**
HR Learning Center, Enroll by October 9th, 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.

## CLASSIFICATION WORKSHOP

**Monday, November 4th** and **Thursday, November 7th** 8:30-Noon, *(Both days required)*
HR Learning Center, Enroll by October 28th 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.
**EMPLOYEE RELATIONS SOLUTIONS**

Tuesday, **November 12th** and Thursday, **November 14th**, *(Both Days Required)* 8:30-12:00

HR Learning Center, Enroll by November 5th, 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.

**COACHING FOR IMPROVED WORK PERFORMANCE**

Wednesday, **November 20th**, 8:30-4:00pm, *(30 min. lunch break)*

HR Learning Center, Enroll by November 13th 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**

Monday, **December 2nd**, 8:30-4:00pm, *(30 min lunch break)*

HR Learning Center, Enroll by November 25th, 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.
**Dilling Yang Staff Scholarship Program**

**About the 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

For questions regarding the Dilling Yang Scholarship Program contact x3482

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**New Employee Orientation**

For more information call x3168

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**Time/Location**

- 1st & 3rd Tuesday every month
- HR Learning Center: 3101 SAASB
- 9:00 – 4:00 pm
- Break for Lunch

**Who Should Attend?**

- Benefits-eligible New Hires
- Limited to Career
- Others who recently became benefits eligible or experienced a change of benefits eligibility

**Topics Covered**

- History & Culture of UCSB
- Policies & Procedures
- Training/Development Opportunities
- Services & Resources
- Health & Wellness Benefits
- Retirement Programs
UCPath Training – Fall 2019

Who: Employees requiring UCPath functional user access (i.e., Initiator and Approver roles)
What: Online Training and Instructor Led Training
When: October 29-31, 2019

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>
<tr>
<td>Class Name / Date/ Time</td>
<td>Description</td>
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</tbody>
</table>
| UCPATH Position Management  
Tuesday Oct 29, 2019 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  
Tuesday Oct 29, 2019 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  
Wednesday Oct 30, 2019 8:00 a.m. to 12:30 p.m. | Smart HR Template Transactions initiate the hiring and exit actions for employees at UCSB. This class discusses 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  
Wednesday Oct 30, 2019 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  
Thursday Oct 31, 2019 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. |
## Benefits & Retirement Classes

### FIDELITY FINANCIAL EDUCATION CLASSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2019</td>
<td>1:00 PM</td>
<td>Make the Most of the UC Retirement Savings Program</td>
</tr>
<tr>
<td>October 1, 2019</td>
<td>1:45 PM</td>
<td>Basics of When and How to Claim Social Security</td>
</tr>
<tr>
<td>October 1, 2019</td>
<td>2:30 PM</td>
<td>The UC Retirement Choice Program</td>
</tr>
<tr>
<td>November 5, 2019</td>
<td>1:00 PM</td>
<td>Your UC Retirement System</td>
</tr>
<tr>
<td>November 5, 2019</td>
<td>1:45 PM</td>
<td>Basics of When and How to Claim Social Security</td>
</tr>
<tr>
<td>November 5, 2019</td>
<td>2:30 PM</td>
<td>Your College Savings Options</td>
</tr>
<tr>
<td>November 19, 2019</td>
<td>1:00 PM</td>
<td>The UC Retirement Choice Program</td>
</tr>
<tr>
<td>November 19, 2019</td>
<td>1:45 PM</td>
<td>Maximizing Social Security in Your Retirement Strategy</td>
</tr>
<tr>
<td>November 19, 2019</td>
<td>2:30 PM</td>
<td>Your UC Retirement System</td>
</tr>
<tr>
<td>December 3, 2019</td>
<td>1:00 PM</td>
<td>Basics of When and How to Claim Social Security</td>
</tr>
<tr>
<td>December 3, 2019</td>
<td>1:45 PM</td>
<td>The UC Retirement Choice Program</td>
</tr>
<tr>
<td>December 3, 2019</td>
<td>2:30 PM</td>
<td>Fundamentals of Retirement Income Planning</td>
</tr>
<tr>
<td>December 17, 2019</td>
<td>1:00 PM</td>
<td>Maximizing Social Security in Your Retirement Strategy</td>
</tr>
<tr>
<td>December 17, 2019</td>
<td>1:45 PM</td>
<td>Preserving Your Savings for Future Generations</td>
</tr>
<tr>
<td>December 17, 2019</td>
<td>2:30 PM</td>
<td>Your UC Retirement System</td>
</tr>
</tbody>
</table>

All classes above are held in the Human Resources Emeriti Room

Schedule is also available at:  [https://myucretirement.com/](https://myucretirement.com/)

Please RSVP with Fidelity by calling 1-800-642-7131 or online at:  [http://getguidance.fidelity.com/universityofcalifornia](http://getguidance.fidelity.com/universityofcalifornia)
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.

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All courses are available in the UC Learning Center (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 Website

My UC Career is an 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 UCSB Learning Center website.
Great professionals are always learning – it’s what makes them great. But the challenge for many professionals isn’t getting motivated to learn, but instead choosing what skill to learn. Take a moment to pursue the skills professionals are learning the most in 2019.

For the Individual
Excel 2016 Essential Training
Body Language for Leaders
Strategic Thinking

For the Manager
Project Management Foundations
Time Management Fundamentals
Communicating with Confidence

For the IT Professional
Programming Foundations: Fundamentals
JavaScript Essential Training
Python Essential Training

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