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.
EMPLOYEE HIRING PROCESS

Wednesday & Thursday, **January 22nd & 23rd**  *(Both days required)*  8:30-12:00 PM
HR Learning Center, Enroll by January 15th. 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.

MAKING Teams WORK

Tuesday, **January 28th**  8:30-4:00 PM, *(30 min lunch break)*
HR Learning Center, Enroll by January 21st, Course Code: 8009 (SCP) $70

We can all benefit from learning how to foster teamwork to help make our workgroups more productive. Topics include: factors leading to a well-functioning team, stages of team development, effective ways to deal with difficult team members, ground rules and team structure, and keys to effective team meetings.

SUPERVISOR INSTITUTE

Monday & Thursday, **February 3rd & 6th**  *(Both days required)*  8:30-4:00 PM, *(30 min lunch break)*
HR Learning Center, Enroll by January 27th, Course Code: 2001 (SCP) $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.
PREVENTING AND RESPONDING TO WORKPLACE VIOLENCE

Wednesday, **February 12th**, 8:30-12:00 PM
HR Learning Center, Enroll by February 5th, 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.

POWERFUL PRESENTATIONS

Thursday, **March 12th** 8:30-4:00PM, *(30 min lunch break)*
HR Learning Center, Enroll by March 5th, Course Code: 8004 (SCP) $70

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

DISABILITY MANAGEMENT: WORKPLACE ACCOMMODATIONS

Thursday, **March 19th**, 8:30-11:30 AM
HR Learning Center, Enroll by March 12, Course Code: 2011 (SCP) $30

Supervisors and Managers are obligated under federal and state law to engage in the interactive process and provide reasonable accommodations to employees with a disability. Learn about the interactive process, reasonable accommodations, and how to discuss disability-related needs with your employees in a positive and confidential manner. Develop the skills necessary for creating a disability-inclusive workplace by collecting resources and gathering ideas for workplace accommodations.

DEALING WITH ORGANIZATIONAL CHANGE

Tuesday, **March 31st** 8:30-4:00PM, *(30 min lunch break)*
HR Learning Center, Enroll by March 24th 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.
**Dilling Yang Staff Scholarship Program**

Effective January 1, 2020, 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](http://www.hr.ucsb.edu/files/forms/Dilling_Yang_Scholarship_Application_Form_with_Guidelines.pdf)

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

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**New Employee Orientation**

For more information call x3168

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<table>
<thead>
<tr>
<th>Time/Location</th>
<th>Who Should Attend?</th>
<th>Topics Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 1st &amp; 3rd Tuesday every month</td>
<td></td>
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<tr>
<td>- HR Learning Center: 3101 SAASB</td>
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<tr>
<td>- 9:00 – 4:00 pm</td>
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<tr>
<td>- Break for Lunch</td>
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<tr>
<td>- Benefits-eligible New Hires</td>
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<td>- Limited to Career</td>
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<td>- Others who recently became benefits eligible or experienced a change of benefits eligibility</td>
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<tr>
<td>- History &amp; Culture of UCSB</td>
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<tr>
<td>- Policies &amp; Procedures</td>
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<tr>
<td>- Training/Development Opportunities</td>
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<tr>
<td>- Services &amp; Resources</td>
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<tr>
<td>- Health &amp; Wellness Benefits</td>
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<tr>
<td>- Retirement Programs</td>
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</tbody>
</table>
UCPath Training – Winter 2020

Who: Employees requiring UCPath functional user access (i.e., Initiator and Approver roles)
What: Online Training and Instructor Led Training
When: January 29-31, 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>
<tr>
<td>Class Name / Date/ Time</td>
<td>Description</td>
<td></td>
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<td>------------------------------------------------</td>
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</tr>
</tbody>
</table>
| **UCPath Position Management**  
Wednesday, January 29, 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, January 29, 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, January 30, 2020  
8:00 a.m. to 12:30 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, January 30, 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, January 31, 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, January 31, 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. |
### Benefits & Retirement Classes

**FIDELITY FINANCIAL EDUCATION CLASSES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21, 2020</td>
<td>1:00 PM</td>
<td>Your UC Retirement System</td>
</tr>
<tr>
<td>January 21, 2020</td>
<td>1:45 PM</td>
<td>Make the Most of the UC Retirement Savings Program</td>
</tr>
<tr>
<td>January 21, 2020</td>
<td>2:30 PM</td>
<td>The UC Retirement Choice Program</td>
</tr>
<tr>
<td>February 4, 2020</td>
<td>1:00 PM</td>
<td>Your UC Retirement System</td>
</tr>
<tr>
<td>February 4, 2020</td>
<td>1:45 PM</td>
<td>Fundamentals of Retirement Income Planning</td>
</tr>
<tr>
<td>February 4, 2020</td>
<td>2:30 PM</td>
<td>The UC Retirement Choice Program</td>
</tr>
<tr>
<td>March 3, 2020</td>
<td>1:00 PM</td>
<td>Basics of When and How to Claim Social Security</td>
</tr>
<tr>
<td>March 3, 2020</td>
<td>1:45 PM</td>
<td>Your UC Retirement System</td>
</tr>
<tr>
<td>March 3, 2020</td>
<td>2:30 PM</td>
<td>Your College Savings Options</td>
</tr>
<tr>
<td>March 17, 2020</td>
<td>1:00 PM</td>
<td>Basics of When and How to Claim Social Security</td>
</tr>
<tr>
<td>March 17, 2020</td>
<td>1:45 PM</td>
<td>Maximizing Social Security in Your Retirement Strategy</td>
</tr>
<tr>
<td>March 17, 2020</td>
<td>2:30 PM</td>
<td>The UC Retirement Choice Program</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.

_____________________________

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 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 at https://learningcenter.ucsb.edu/content/career-roadmap
LinkedIn Learning
Collections, Winter 2020

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 2020.

For the Individual
- Computer and Text Exercises
- PowerPoint for Beginners
- Job Searching, Interviewing and Negotiating Salary

For the Manager
- Leading with Stories
- Managing Virtual Teams
- Ways to Build a Winning Team

For the Web Developer
- Adobe Animate CC New Features
- Node.js: Microservices
- WordPress 5 Essential Training

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