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.

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

- All SCP offerings for Summer 2020 will be offered via Zoom, and the Zoom link will be provided 24 hours in advanced to registered participants.
- 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.
Supervisory Certificate Program Courses

CLASSIFICATION WORKSHOP

Wednesday, August 12th and Friday, August 14th, 9:00-11:30, (Both days required)
Via ZOOM, Enroll by August 5th, Course Code: 2007 (SCP) $50

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.

DISABILITY MANAGEMENT: WORKPLACE ACCOMODATIONS

First Offering: Wednesday, August 19th, 1:00 — 4:00 PM
Via ZOOM, Enroll by August 12th, Course Code: 2011 (SCP) $30

Second Offering: Thursday, August 27th, 8:30-11:30 AM
Via ZOOM, Enroll by August 20th, 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.

POWERFUL PRESENTATIONS

Monday, August 24th 8:30-4:00PM, (30 min lunch break)
Via ZOOM, Enroll by August 17th, 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.
EMOTIONAL INTELLIGENCE

Thursday, September 10th 8:30-4:00 PM, (30 min lunch break)
Via ZOOM, Enroll by September 3rd, Course Code: 8013 (SCP) $70

** New offering, replacing the Writing at Work course; if you have already taken Writing at Work, you will not need to enroll in Emotional Intelligence in order to fulfill the certificate requirements. Emotional intelligence (EI) is vital to being an effective and high-performing employee, supervisor and leader. Explore the EI competencies: self awareness, social awareness, self management and relationship management. Learn and apply the tools and techniques to establish an EI framework which can optimize your professional performance and working relationships.

SUPERVISOR INSTITUTE

Wednesday, September 16th & Friday, September 18th, (Both days required) 8:30-4:00 PM, (30 min lunch break)
Via ZOOM, Enroll by September 9th, 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.
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](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/](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 & New Employee Benefits Orientation Updates

New Employee Orientation
To implement recommended social distancing measures due to COVID-19, Human Resources is offering New Employee Orientation (NEO) via Zoom. Zoom links will be emailed directly to new employees signed up for NEO. To request the zoom link email katherine.abad@hr.ucsb.edu

New Employee Benefits Orientation
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
Meeting ID code: 951 787-5041

New Employee Orientation
For more information call x3168

<table>
<thead>
<tr>
<th>When &amp; Where?</th>
<th>Who?</th>
<th>What?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 1st &amp; 3rd Tuesday</td>
<td>- New hires</td>
<td>- History &amp; Culture of UCSB</td>
</tr>
<tr>
<td>- every month</td>
<td>- Limited to Career</td>
<td>- Policies &amp; Procedures</td>
</tr>
<tr>
<td>- Offered Via Zoom</td>
<td>- Others who recently</td>
<td>- Training/Development Opportunities</td>
</tr>
<tr>
<td>- 9:00 – 12:00 pm</td>
<td>became benefits eligible or experienced a change of benefits eligibility</td>
<td>- Services &amp; Resources</td>
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</table>
First Year Experience (FYE)

Explore your Opportunities

The First Year Experience (FYE) program is an 8-course follow-up to the New Employee Orientation and is held on the 1st and 3rd Thursday of each month, beginning at 9:10 a.m. (40 minutes) via ZOOM. FYE will help you navigate your first year as a UCSB staff member and will invite you to explore the vast opportunities and support services available to you.

To register for each course, please visit the UC Learning Center.

Upcoming Courses

Professional Development: We’ve Got You Covered, July 9
Get Moving with TPS, July 16
Employee Services: Here for You, August 6
Get Connected, Stay Connected: August 20
How to Maximize Your Performance: September 3
Diversity, Equity, Inclusion and You, September 17
# UCPatch Training – Summer 2020

<table>
<thead>
<tr>
<th>Who:</th>
<th>Employees requiring UCPatch functional user access (i.e., Initiator and Approver roles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>What:</td>
<td>Online Training and Instructor Led Training (Via Zoom)</td>
</tr>
<tr>
<td>When:</td>
<td>July 27-29, 2020</td>
</tr>
</tbody>
</table>

Training consists of online and instructor led workshops. There is no order for these training classes, but we recommend finishing the eCourses prior to the Instructor led training. Participants must complete all of the required courses before receiving access to UCPatch.

Please register for each of these courses via the [UC Santa Barbara Learning Center](https://www.ucsb.edu/) under the [UCPath Initiator and Approver Training Curriculum](https://www.ucsb.edu/). These courses are available to all employees, but with priority given to new employees.

Registration for the UCPatch Initiator and Approver Training Curriculum is open.

**For questions about UCPatch training, contact x4068**

## eCourse Required Training

**Access eCourses**

UC Learning Center under the UCPatch 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 UCPatch Center.</td>
<td>Online</td>
</tr>
<tr>
<td>WFA Overview</td>
<td>This course provides an overview of the UCPatch 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 Summer 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**  
  Monday, July 27, 2020  
  8:30 a.m. to 11:00 a.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**  
  Monday, July 27, 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.**  
  Tuesday, July 28, 2020  
  8:00 a.m. to 11:30 a.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 Template Transactions Pt 2.**  
  Tuesday, July 28, 2020  
  1:30 p.m. to 4:30 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. |
| **UCPath PayPath Transactions**  
  Wednesday, July 29, 2020  
  8:30 a.m. to 11:30 a.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 Additional Pay and Pay Adjustment Requests**  
  Wednesday, July 29, 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. |
UC People Management Series & Certificate Program

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 Series & Certificate 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.
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. Explore the Achieving Results Core Competency bucket and the coordinating course list below!

Log in today!

**Achieving Results**: Strives for high-quality performance in self and the organization. Takes initiative in an ongoing effort to improve products, services or processes to deliver optimum results. Is resourceful, seeks alternatives and broad input; measures outcomes.

**Continuous Improvement**
- Building a Coaching Culture: Improving Performance through Timely Feedback

**Continuous Learning**
- Creating a Culture of Learning

**Problem Solving**
- Take a More Creative Approach to Problem-Solving

**Service Focus**
- Leading a Customer-Centric Culture