Human Resources Department-Wide

Training Catalog

Offered this Quarter

Building Strength through Diversity

Coaching for Improved Work Performance

Dealing with Organizational Change

Employee Relations Solutions

Preventing + Responding to Violence in the Workplace

Supervisory Certificate Program SCP

The Supervisory Certificate Program is designed to give staff professional development training in the critical areas of supervisory and leadership competencies, policies and procedures, and people skills. Courses can be taken as stand-alone courses or as a complete certificate program.

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 individuals who remain on the waitlist) will not be accommodated.
- Courses that span over multiple days requires 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.

To register, please visit the UC Learning Center or click on the courses offered this quarter.

more information: tori.stoeckinger@hr.ucsb.edu
Employee Relations Solutions
Wednesday + Thursday, October 5 + 6 | 8:30-12pm | $70
Course Code 2017
Location: Zoom

Dealing with employee relations issues can be one of the most challenging parts of a supervisor’s or manager’s job. Gain the knowledge and skills necessary to improve your management skills and effectively resolve the most common employee issues: performance, attendance, and conduct. Also, learn about progressive discipline and the different forms of corrective action.

Building Strength through Diversity
Tuesday, October 11 | 8:30am-4pm | $70
Course Code 2002
Location: Zoom

In this course, participants will gain an understanding of the elements and dimensions of culture to meet the challenges and integrate the strengths of cultural differences in the workplace. In addition, participants will learn about working with cross-generational teams, given today’s four-generational society.

Preventing + Responding to Violence in the Workplace
Wednesday, October 12 | 8:30-12pm | $35
Course Code 2008
Location: Zoom

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.

Coaching for Improved Performance
Tuesday, October 25 | 8:30-4pm | $70
Course Code 7021
Location: Zoom

By combining experience, skills, training, and practice, successful supervisors have 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.

Dealing with Organizational Change
Wednesday, November 9 | 8:30-4 pm | $70
Course Code 2009
Location: Zoom

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.
First Year Experience (FYE)

The First Year Experience (FYE) program is a 8-course follow-up to the New Employee Orientation and is typically held on the 1st and 3rd Thursday of each month, beginning at 9:10 a.m. (40 minutes) via Zoom.

The FYE program 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, keyword FYE or click on the upcoming learning experiences dates listed.

more information: 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.

Achieving Results:
Strives for high-quality performance in self and the organization. Is resourceful, seeks alternatives and broad input; measures outcomes. Demonstrates responsibility and ownership for one’s job and career path by identifying and expanding skillsets needed to perform successfully on the job. Anticipates and identifies problems; conducts appropriate analysis to understand stakeholder interests. Values and delivers high quality, professional, responsive and innovative service to all customers.
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 less than or equal to $5,870 per month.

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

To apply, open an HR ServiceNow ticket:
Training & Development > Dilling Yang Staff Scholarship

more information:
melinda.crawford@hr.ucsb.edu

For HR Training courses and other training opportunities at UCSB, please visit the UC Learning Center.
This complimentary, mostly online, program is designed for anyone who manages or supervises others, or aspires to do so, and consists of 16 core plus 4 elective courses covering the following competency areas:

Performance Management, Hiring for Success, Strategic On-boarding, Managing Implicit Bias Program, Managing People, Administration and Operations, Change Management, and Communications.

In order to complete the certificate you must complete all core courses* and at least four elective courses. Completion of the UC People Management Series & Certificate also makes one eligible for participation in the UC People Management Conference.

All courses are available in the UC Learning Center, keyword PMCP
For more information 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.

Accessing My UC Career
A UC email address is all that's needed to access the portal. Visit My UC Career Account and Login to create an account!