Training Catalog

Offered this Quarter

Career Management
Making Teams Work
Powerful Presentations
Preventing and Responding to Violence in the Workplace

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 as a complete certificate program.

- All SCP offerings for Summer '21 will be offered via Zoom. Link 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 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. Course fee will apply.

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

more information: daniel.costanza@hr.ucsb.edu
Making Teams Work  
Tuesday, July 20 | 8:30-4pm | $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.

Powerful Presentations  
Wednesday, August 25 | 8:30-4pm | $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.

Preventing and Responding to Violence in the Workplace
Wednesday, September 15 | 8:30-12pm | $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, and how to maintain your safety and prevent future incidents.

Supervisor Institute
Tuesday + Thursday, September 21 + 23 | 8:30-4pm | $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.

Career Management
Wednesday, September 29 | 8:30-12pm | $35

Take ownership of your individual journey by learning how to leverage your UC resources. In this half-day course, you’ll focus on working through the career development model in order to harness your own career power and discover yourself in the process. In order to maximize your participation in this course, please be prepared to share your UC experience in a safe and confidential environment.
**Scholarship Guidelines**

**Who?**
- Non-probationary career staff
- Full-time-equivalent salary less than or equal to $5,300/month

**What?**
- Eligible career staff may apply for scholarship awards for education, training, and other learning opportunities available at UC Santa Barbara
- Awards can be used for registration and educational fees only
- If selected, award is up to $500 per person per year

**When?**
- Summer: August 15
- Fall: October 15
- Winter: January 15
- Spring: April 1

**Where?**
- [Dilling Yang Scholarship Application](#)
- [Open a ServiceNow Ticket](#)

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**Dilling Yang Staff Scholarship Program**

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 $5,300 per month.

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

more information: daniel.costanza@hr.ucsb.edu

For HR Training courses and other training opportunities at UCSB, please visit the [UC Learning Center](#).
New Employee Orientation + New Employee Benefits Orientation

NEO + NEBO

New Employee Orientation

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

When?
- 1st Tuesday of each month (July)
- 1st + 3rd Tuesday of each month (August and beyond)
- 9-11am

Where?
- Zoom

New Employee Orientation NEO

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 that have signed up for NEO.

request the zoom link: katherine.abad@hr.ucsb.edu

New Employee Benefits Orientation

NEBO Webinar Offerings, Hosted by UC Path Center

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)

Employees who are NOT eligible for UCRP:
2nd Thursday of each month from 10:30 am - 12:00 pm (once a month)

Join the NEBO Webinar:
https://UCOP.zoom.us/j/9517875041 (link is external)
Meeting ID code: 951 787-5041
First Year Experience (FYE)

The First Year Experience (FYE) program is a 9-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 courses listed.

more information: janegama@ucsb.edu
Explore the Building Relationships Core Competency and the coordinating course list below!

Log in today!

Belonging & Community

Confronting Bias: Thriving Across our Differences

Collaboration
Communication Within Teams

Communication
Communicating with Empathy

All LinkedIn Learning Courses are included gratis to you!

UC Core Competency Model ABC's: Building Relationships

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.

Building Relationships:
Models, fosters, and promotes the UC Principles of Community. Demonstrates empathy and respect for all people regardless of differences; promotes fairness and equity. Cultivates, champions, embodies, embraces, and supports a sense of diversity, equity, inclusion and belonging.
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 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
- 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.

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. Visit My UC Career Account and Login to create an account!