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 4664, or email: hrtrain@hr.ucsb.edu

CANCELLATION POLICY

48 hour advance notice of cancellation is required. If cancellation notice is not received, participant’s budget will be charged.

COACHING FOR IMPROVED WORK PERFORMANCE

Monday, October 1st, 8:30-4:00pm, (30 min. lunch break)  PLEASE SEE NEW LOCATION

UCEN-State Street Room  Enroll by September 24th, 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.

PREVENTING AND RESPONDING TO WORKPLACE VIOLENCE

Wednesday, October 17th, 8:30-11:30

HR Learning Center, Enroll by October 10th, Course Code: 2008 (SCP) $30

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.

EMPLOYEE RELATIONS SOLUTIONS – HELP FOR MANAGERS & SUPERVISORS

Monday, October 29th and Tuesday, October 30th, 8:30-Noon (Both days required)

HR Learning Center, Enroll by October 22nd, 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. Learn to improve your management skills through effective and clear communication. Get the knowledge you need to identify and resolve the three most common problems: performance, attendance and conduct. We’ll talk about corrective action and progressive discipline, and how to do both, while staying within policy.

DEALING WITH ORGANIZATIONAL CHANGE

Thursday, November 8th 8:30-4:00, (30 min. lunch break)

HR Learning Center, Enroll by November 1st, 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.
NEW EMPLOYEE ORIENTATION

9:00-4:00, 1 hour lunch break
1st and 3rd Tuesday of every month, no registration needed

In the HR Learning Center, 3101 SAASB

Learn about:
History and Culture of UCSB
Policies and Procedures
Training and Development Opportunities
Services and Resources
Health and Welfare Benefits
Retirement Programs

For more information call x4664
Benefits

OPEN ENROLLMENT FOR 2019

October 25th to November 20th

Open Enrollment, the time each year when you can change your medical plan and sign up for other benefits, is a good time to consider any changes to your situation, plan ahead for significant medical events and take stock of your physical well-being.

Watch for information and resources about the 2019 plans in mid-October:

- Details about the plans and enrollment process will be posted on UCnet
- Booklets and flyers will be mailed to your home
- Schedule of presentations hosted by UCSB Benefits

https://www.hr.ucsb.edu/benefits

Retirement Classes

Tuesday, September 4

11:00 AM – Your UC Retirement System
11:30 AM – Maximizing Social Security in Your Retirement Strategy
1:00 PM – Create a Budget, Ditch Your Debt, and Start Building for the Future
1:45 PM – The UC Retirement Choice Program
   (for UCRP-eligible employees hired on or after 7-1-2016)
2:30 PM – Make the Most of the UC Retirement Savings Program

Tuesday, September 18

11:00 AM – Getting Started in the UC Retirement Savings Program
11:30 AM – Preserving Your Savings for Future Generations
1:00 PM – Your UC Retirement System
1:45 PM – Strategies for Drawing Income in Retirement
2:30 PM – The UC Retirement Choice Program
   (for UCRP-eligible employees hired on or after 7-1-2016)

Questions please contact x 2854

FIDELITY FINANCIAL EDUCATION CLASSES

Schedule is available at:

https://myucretirement.com/

Please RSVP with Fidelity by calling 1-800-642-7131 or online at:

http://getguidance.fidelity.com/universityofcalifornia
Create a Budget, Ditch your Debt, and Start Building for the Future

Wednesday, September 5th, HR Learning Center

Andrew Fung

Manageable strategies and tools that can help get a handle on spending and borrowing. Will cover how to develop a smart budget and ways to manage debt. Who should attend: Those who want to build healthy spending and saving habits to improve their current financial situation.

Noontime Mindfulness Practice for Staff & Faculty

Wednesday, October 3rd, HR Learning Center

Kirsten Olson

Mindfulness is awareness that arises through paying attention, on purpose, in the present moment, and non-judgmentally. Mindfulness of thoughts, feelings, and physical sensations can be useful for managing stress. Participants can participate in mindfulness practices that may help calm the mind and bring greater awareness into daily life. Whether you are a true beginner to meditation or are willing to have a beginner’s mind, all UCSB employees are welcome.

Elder Care and Caregiving 101 – Essential Strategies and Resources

Wednesday, November 14th, HR Learning Center

Linda Beck

Few things can disrupt a person’s life and career like becoming a caregiver of a loved one. This short program provides essential information about caregiving resources, how to find them when you need them, and strategies for minimizing the impact caregiving has on your life and work.

Presenter Bio: Linda Beck founded Square One Elder and Health Advocacy, LLC to help people manage the elder and health care needs that so often disrupt lives and workplaces. After practicing construction law for nearly 30 years, Linda redirected her work into elder and health advocacy. She learned about caregiving first hand as she helped both parents through their later years. Linda earned a certificate in Patient Advocacy from University of California, Los Angeles Extension and is a National Association of Home Builders’ Certified Aging in Place Specialist. Linda holds a Juris Doctor from University of California Hastings College of the Law in San Francisco.
My UC Career Website

*My UC Career* is a new 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 UC Learning Center website.
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 16 Core Courses and at least four Elective Courses. To download the UC People Management Series & Certificate Course List, click here.

With the exception of one instructor-led course (Overview of the UCSB Performance Management Process), all of the Core Courses and Elective Courses are system-wide online courses.

All courses are available in the UC Learning Center (link is external) (Tip: Enter "PMCP" in the "Search" field on the Learner dashboard).

Questions? x 4664 or x 5781 or email: hrtrain@hr.ucsb.edu

Dilling Yang Staff Scholarship 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

Questions x3482
UCSB Human Resources is pleased to announce the launch of a new UC Managing Implicit Bias Series. This series consists of six online courses and marks an effort at the University to increase implicit bias awareness and reduce its impact on hiring processes and in the workplace. This training reinforces messaging around diversity, equity, and inclusion. It also further supports the UC System-wide HR Strategy to develop effective leaders and managers of people.

The online UC Managing Implicit Bias Series contains six self-paced, interactive courses. The courses are approximately 21-28 minutes each in length and are available to all UCSB employees via the UC Learning Center. While everyone is encouraged to complete the entire UC Managing Implicit Bias Series and earn a certificate of completion, they may also choose to complete Individual courses that they are interested in. Here are the topics covered:

1. What is Implicit Bias?
2. The Impact of Implicit Bias
3. Managing the Influence of Implicit Bias – Awareness
4. Common Forms of Bias
5. Managing the Influence of Implicit Bias – Mindfulness and Conscious De-Biasing
6. Managing Implicit Bias in the Hiring Process

Beginning on April 1, 2018, all six courses in the Managing Implicit Bias Series has been added as a core requirement to the existing UC People Management Series and Certificate. Those who have already completed the UC People Management Series and Certificate are strongly encouraged to also complete the UC Managing Implicit Bias Series as well. Those who are still in the process of completing their UC People Management Series and Certificate on April 1 or later, will complete the UC Managing Implicit Bias Series as part of the UC People Management Certificate.

These courses are available in the UC Learning Center at https://www.learningcenter.ucsb.edu/
Sexual Violence and Sexual Harassment Prevention Training

Faculty, Supervisors, Managers, and Non-Supervisory Staff

The Title IX & Sexual Harassment Policy Compliance Office (Title IX) is moving toward online compliance programming, which can currently be found on the Learning Center website. Title IX will continue to offer supplemental instructor-led training outside of the compliance modules. Please contact the Title IX Office to request supplemental training.

SPECIAL NOTE:

SVSH Prevention training is no longer a requirement of the Supervisory Certificate Program

As part of the University of California’s ongoing efforts to prevent and respond to sexual violence and sexual harassment, the Office of the President has launched a new comprehensive sexual violence and sexual harassment prevention training program that is required for all UC staff and faculty on payroll with active status.

To register please log into the UC Learning Center: https://www.learningcenter.ucsb.edu/

For more information, please visit:
http://sexualviolence.ucsb.edu/education.and.training/
or contact Rachel at x 3442
FREE TRAINING VIDEOS FOR UCSB STAFF

CONFLICT MANAGEMENT

What do you want to learn today? Lynda.com offers over 5,000 training videos, with apps for your computer, mobile device, and TV.

SUGGESTED FOR SEPTEMBER 2018

Improving Your Conflict Competence
Duration 52 min. 9 sec.

Workplace conflict is inevitable, but it doesn’t have to end negatively. Learn the dynamics that create conflict, become more aware of your own conflict response, and learn some practical steps to manage your emotions and engage constructively.


Dealing with a Difficult Boss
Duration 31 min. 24 sec.

Address the challenge of working with a difficult boss by identifying, understanding, and managing the triggers that contribute to your problematic relationship, and knowing when and how to create an action plan.


Learning to Be Assertive
Duration 54 min. 21 sec.

Learn to break common patterns of feeling taken advantage of or of responding too aggressively. This course coaches you in techniques for handling everyday putdowns, learning to disagree by questioning, knowing the most effective words to use, and ways to avoid the passive-aggressive trap.


Conflict Resolution Foundations
Duration 48 min. 47 sec.

Learn the simple, effective techniques for navigating conflict resolution, including identifying the issue, separating the people from the problem, overcoming obstacles to resolution, asking diagnostic questions, exploring cultural differences, and getting to agreement.


To access the Lynda.com library log in with your UCSB NetID and password at: https://www.learningcenter.ucsb.edu/content/lyndacom
FREE TRAINING VIDEOS FOR UCSB STAFF

GOOGLE AND BOX

What do you want to learn today? Lynda.com offers over 5,000 training videos, with apps for your computer, mobile device, and TV.

SUGGESTED FOR OCTOBER 2018

Google Calendar Essential Training
Duration 1 hr. 21 min.
Manage your professional and personal calendars like an expert. You’ll learn to how change the way the calendar looks and acts to suit your needs, to invite guests and respond to invitations, create reminders, and more.

Google Forms Essential Training
Duration 30 min. 26 sec.
This step-by-step walkthrough teaches you how to create forms and collect data, to work with survey responses and customize response settings, and to view and analyze your data.

Learning Box
Duration 3 hrs. 13 min.
Box offers a secure cloud-based storage and collaboration service to all UCSB employees. Learn to open, edit, and share Box files in Word, PowerPoint, and Excel, as well as how to add Box notes, assign tasks, and use Box on mobile devices.
https://www.lynda.com/Box-tutorials/Up-Running-Box/166504-2.html?org=ucsb.edu

Managing Projects with Box
Duration 1 hr. 15 min.
Looking for a cloud-based solution to managing small-scale projects? Box’s content management features allow you to collaborate and communicate with others, add notes, and manage project documents and tasks.
https://www.lynda.com/Box-tutorials/Managing-Projects-Box/419165-2.html?org=ucsb.edu

To access the Lynda.com library log in with your UCSB NetID and password at: https://www.learningcenter.ucsb.edu/content/lyndacom