Human Resources Department-Wide

Training Catalog

Offered this Quarter

**Emotional Intelligence**

**Employee Hiring Process**

**Career Management**

**Classification Workshop**

**Leadership Skills**

**Preventing + Responding to Violence in the Workplace**

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.

- All SCP offerings for Winter ’22 are 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
Emotional Intelligence
Thursday, January 20 | 8:30-4pm | $70

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 that can optimize your professional performance and working relationships.

Career Management
Wednesday, January 26 8:30-12pm | $35

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

Preventing and Responding to Violence in the Workplace
Wednesday, February 2 | 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 essential, practical ways to reduce interpersonal tensions, how to maintain your safety and prevent future incidents.
**Employee Hiring Process**  
Tuesday + Thursday, February 8 + 10 | 8:30-12pm | $70

Learn to manage the selection process, develop job-related criteria, and conduct compelling 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, TAM system, and interviewing methods to increase the diversity of your applicant pools.

**Classification Workshop**  
Tuesday + Thursday, March 1 + 3 | 9am-12pm | $60

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.

**Leadership Skills**  
Tuesday, March 8 | 8:30-4pm | $70

There is a big difference between managing people and truly leading people. This course helps participants define and learn how to develop the skills and mindset to become a more robust and influential leader. You will learn how leaders develop and use power, learn about different leadership styles and characteristics of great leaders, and how to be an ethical leader, including how to influence those around you.
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:
gisele.schiavo@hr.ucsb.edu

For HR Training courses and other training opportunities at UCSB, please visit the UC Learning Center.

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, the 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
First Year Experience

FYE

Upcoming Courses

Working with Faculty: The Relationship & You
January 6

Get Moving with TPS: Exploring Transportation Alternatives
January 20

Employee Services: Here for You
February 3

FYE Staff Groups: Get Connected, Stay Connected
February 17

Performance Matters: Maximize Your ePerformance
March 3

Working with Faculty: The Relationship & You
March 17

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 courses listed.

more information: janegama@ucsb.edu
Achieving Results

Explore the Achieving Results Core Competency and the coordinating course list below! Log in today!

Continuous Improvement
Lean Six Sigma Foundations

Continuous Learning
Creating a Culture of Learning

Problem Solving
Take a More Creative Approach to Problem Solving

Service Focus
Customer Service: Preventing Turnover

UC Core Competency Model
ABC's: Achieving Results

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.
UC People Management Series & Certificate Program
UC PMCP

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.

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!