

UC People Management Series and Certificate Course List

Introduction

The UC People Management Series consists of UC systemwide eCourses and 1 local instructor-led course that cover 5 different competency areas:

- *Performance Management
- *Managing People
- *Administration & Operations
- *Change Management
- *Communications

Employees who complete all 16 Core Courses, and at least 4 Elective Courses covering 4 out of the 5 competency areas (Managing People, Administration & Operations, Change Management and Communications), will receive a certificate of completion

Core Courses

Competency Area - Performance Management (complete all 8 eCourses)

- Performance Management Overview
- Setting Expectations
- Giving & Receiving Feedback
- Engaging & Developing Employees
- Conducting Performance Appraisals
- Motivating, Recognizing & Rewarding Employees
- Coaching for Performance
- Managing Corrective Action

Competency Area- Managing Implicit Bias (complete all 6 eCourses)

- What is Implicit Bias?
- The Impact of Implicit Bias
- Managing the Influence of Implicit Bias: Awareness
- Common Forms of Bias
- Managing the Influence of Implicit Bias: Mindfulness and Conscious De-biasing
- Managing Implicit Bias in the Hiring Process

Competency Area - Managing People (complete both eCourses)

- Hiring for Success
- Strategic On-Boarding

Elective Courses (complete at least 1 course from each of the 4 different competency areas for a total of 4 + courses)

Competency Area - Managing People (complete at least 1 course from this competency area)

- Identifying the Root Causes of Performance Issues
- Overview of the UCSB Performance Management Process (instructor-led)

Competency Area - Administration & Operations (complete at least 1 eCourse from this competency area)

Leverage Your Strengths and Avoid Derailing Behaviors
Help Your Employees Prioritize Their Work

Competency Area - Change Management (complete at least 1 eCourse from this competency area)

Change Project Management - The Crucial Role of Communication
Choosing the Right Strategy for Implementing Change

Competency Area - Communications (complete at least 1 eCourse from this competency area)

Responding to Conflict
Exercising Influence
Facilitating Upward Feedback
Dealing with Negative Reactions to Performance Feedback
Building Collaborative Relationships
Communicating - Connecting to Your People