



Benefits

What are the benefits of completing the Series and Certificate?

- Builds baseline management skills for all people managers and individuals who want to become managers
- Increases opportunities for promotion and future leadership positions
- Offers easily accessible online courses that are learner-centric and self-paced
- Builds on coursework already completed
- Provides eligibility to attend the People Management Conference

The UC Systemwide People Management Series and Certificate is a program for all people managers consisting of core and elective courses, which includes local and systemwide programs and eCourses, as well as in-person learning experiences. It covers the following topics: Performance Management, Managing Implicit Bias, Managing People, Administration & Operations, Change Management and Communications.

Coursework

In order to complete the series and earn the certificate, participants must complete:

- 10 Core courses
- 6 Implicit Bias courses
- 4 Electives courses, one from each topic, which include systemwide eCourses and locally identified online and instructor-led courses

Check the [UC Learning Center](#) for the complete list of eligible courses.

Access the People Management Series and Certificate through the [UC Learning Center](#).

GROW

Core Courses

Complete all 10

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

Implicit Bias Certificate

Complete all 6

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

DEVELOP

Administration & Operations Elective

Complete 1

Delegation Skills
Franklin Covey's 7 Habits of Highly Effective People
Help Your Employees Prioritize Their Work
How to Conduct Effective Meetings
Leverage Your Strengths and Avoid Derailing Behaviors

Communications Elective

Complete 1

Building Collaborative Relationships
Crucial Conversations
Dealing with Negative Reactions to Performance Feedback
Effective Team Communication
Facilitating Upward Feedback
Leading at the Speed of Trust
UC Exercising Influence
UC Responding to Conflict

LEARN

Change Management Elective

Complete 1

Facilitating Sustainable Change
Leaders at Change
Leading Your Team through Change
Making Change Stick
Managing Motivation during Organizational Change
Moving Forward with Change Planning
Navigating through Changes and Conflicts in Projects

Managing People Elective

Complete 1

6 Critical Practices for Leading a Team
4 Essential Roles of Leadership
Developing Emotional Intelligence
Identifying the Root Causes of Performance Issues
Positive Atmosphere: Establishing a Positive Work Environment
Sharing a Vision

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If you have recently completed courses that are part of the People Management Certificate, it will count toward the certificate. Elective courses are a mix of online and instructor-led courses. You may elect to take all online or a blend to meet your development needs.

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For more information contact UCRLearning@ucr.edu