

BUILDING CORE SUPERVISORY COMPETENCIES

ELEVATE YOUR AWARENESS. EXPAND YOUR SKILLS. EMPOWER YOUR TEAM.

Overview

HR's Employee and Organizational Development team is proud to offer the 2025 Building Core Supervisory Competencies (BCSC) program to eligible staff who want to develop a broad range of skills to enhance their ability to lead and engage others. BCSC is a nine-month cohort-based program that begins with an orientation, includes six core courses, and concludes with a wrap-up session and graduation celebration.

Participant Eligibility and Expectations

This program is specifically designed for employees with two to five years of supervisory experience. Applicants must currently have the full scope of supervisory duties, including supervision of at least 2 FTEs OR must be in a title code allowing them to perform the full scope of supervisory duties.

To successfully complete the program participants are expected to be prepared and attend all sessions held September 2025 through May 2026. This includes meeting deadlines and completing session pre-work, assessments, and supplemental assignments. Additionally, participants are required to complete two (2) electives from a variety of pre-selected course topics.

Required Sessions and Core Course Topics*

All sessions will be virtual except where indicated. Attendance is required as there are no make-up sessions.

- Orientation – September 11, 2025 (in-person)
- 6 Critical Practices – October 22-23, 2025
- Ethics – November 13, 2025
- Communication – January 8, 2026
- Situational Leadership – February 12, 2026
- Conflict Management – March 12, 2026
- Emotional Intelligence – April 9, 2026
- Wrap-up / Graduation – May 14, 2026 (in-person)

*Dates are tentative and subject to change. A final detailed schedule will be distributed during orientation.

Program Fee and Application

The program fee is \$680 and includes all program costs and course materials. Space is limited to 30 participants.

Applications are due August 8, 2025. By submitting a signed application, you acknowledge all participant expectations and maintain that your availability aligns with stated program requirements. Incomplete applications will not be considered.

Contact Us

Webpage: [Building Core Supervisory Competencies](#)

Questions: [JoAnna Van Brocklin](#), BCSC Program Manager

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Instructions: Please return this page only (page 1 is for you to keep). Complete all application fields, including the supervisor's signature. Email completed application by **August 8, 2025** to the program manager, JoAnna Van Brocklin at joanna.vanbrocklin@ucr.edu. Applicants will be notified of their participation status the week of August 11, 2025.

APPLICANT INFORMATION

Name:

Email address:

Current Title Code:

Number of years supervisory experience:

Department:

Length employed at UCR (years):

Number of staff supervised:

Payroll titles of staff supervised:

Department COA*:

*Charges will not occur until the applicant has been accepted and confirmed to participate.

SUPPORTING INFORMATION

1. How will this program assist you in your current position? What are your desired outcomes from participating?

2. How do you plan to apply what you learn in the program? What steps will you take to ensure that you transfer your learning?

PROGRAM ACKNOWLEDGEMENT

I understand this program takes place September 2025 through May 2026 and requires me to complete all participant expectations to obtain a Certificate of Completion. I understand I must attend all required sessions and core courses, and complete two (2) elective courses to receive program completion in UC Learning Center.

Applicant Signature:

Date:

I understand the program fee of \$680 will be recharged to my department upon applicant's program participation acceptance. I will support, encourage, and approve my team member's participation throughout the program.

Supervisor Name:
Signature:

Date: