



PROFESSIONAL DEVELOPMENT *MONTHLY*

ACHIEVING RESULTS **B**UILDING RELATIONSHIPS **C**REATING THE FUTURE

March 2025



HEADLINE NEWS

FREE Event – Registration Now Open for the 2025 UCR Staff Conference

*Get ready for our annual Staff Conference,
"Mindset Matters: Transforming Challenges into
Opportunities"*

Hosted by Staff Assembly, Employee & Organizational

Development, and LEAD on March 25th and 26th. Join us virtually or in person for an inspiring event that will empower you to tackle challenges head-on and turn them into opportunities.

[CLICK TO REGISTER](#)

Franklin Covey All Access Pass

We invite you to subscribe for access to Franklin Covey courses. In person and online!

Register by Mar. 31 for access thru February 2026.

For one low price of \$395, you will have access to register for live instructor-led Franklin Covey courses offered by Employee & Organizational Development in 2025, as well as full access to Franklin Covey's All Access Pass online platform **thru February 2026**.

[Franklin Covey's All Access Pass](#) provides access to world class development resources including:

- **Competency-based 360 diagnostic tool** to help you focus your development activities
- **Online versions of Franklin Covey's content**; helpful if you want to complete a course not currently offered, or if you can't attend a scheduled instructor-led session
- **Learner's Welcome Guide** to help you get started.

Registration for the All Access Pass and instructor-led courses are separate and managed through the [UC Learning Center](#).

[GET YOUR PASS](#)



UPCOMING

CLASSES

EOD Programs

Course	Date(s)	Cost*	Link
Communicating with Clarity to Drive Performance Designed to elevate participants' communication skills and enhance performance through goal setting. This course equips individuals with three (3) key ingredients needed to communicate effectively and achieve exceptional results.	3/10/2025 4/8/2025 4/16/2025 5/1/2025	Free Restricted to Performance Appraisal Pilot Program participants	Register
Focus on Your Talents with CliftonStrengths Through your talents you tap into your greatest potential for success, and the outcome is strength. During this session you will explore your natural talents through the CliftonStrengths assessment which introduces your dominant themes, identifies top strengths, and offers suggestions on how to leverage them. Registration Deadline: 3/5/25 @ 8:30AM	3/20/2025	\$25	Register
Franklin Covey's Navigating Difficult Conversations: Turn Tension Into Progress This course takes a targeted approach to helping learners manage emotional tension and conduct conversations in a way that enables all parties to stay engaged in collaborative dialogue. Learners will shift their mindset from fearing and avoiding difficult conversations to seeing them as the way to make progress on important issues. Registration Deadline: 3/11/25 @ 11AM	3/18/2025 4/3/2025	Free Restricted to All Access Pass Subscribers	Register

Franklin Covey's 7 Habits of Highly

Effective People

Achieve greater productivity, improved communication, strengthened relationships, increased influence, and laser-like focus on critical priorities. Today more than ever we need to improve life and work effectiveness. Come to The 7 Habits of Highly Effective People Signature Edition 4.0 and experience the difference this solution will make in your life.

4/29/2025
- 5/1/2025

Free
Restricted to
All Access
Pass
Subscribers

[Register](#)

**Registration Deadlines: 4/14/25
@10AM**

Franklin Covey's Change: How to Turn Uncertainty Into Opportunity (for Individual Contributors)

When we recognize that change follows a predictable pattern, we can learn to manage our reactions and understand how to navigate change, both functionally and emotionally. This course will help you understand the human experience of change and develop the skills to successfully navigate change in the workplace to improve results.

3/18/2025

Free
Restricted to
All Access
Pass
Subscribers

[Register](#)

Registration Deadline: 3/13/25 @ 9AM

Franklin Covey's Change: How to Turn Uncertainty Into Opportunity (for Leaders)

When we recognize that change follows a predictable pattern, we can learn to manage our reactions and understand how to navigate change, both functionally and emotionally. This allows us to consciously determine how to best move forward — even in the most challenging stages. This course helps leaders learn how to successfully navigate any workplace change to improve results. Intended for managers/supervisors.

5/7/2025 -
5/8/2025

Free
Restricted to
All Access
Pass
Subscribers

[Register](#)

Registration Deadline: 4/30/25 @9AM

Franklin Covey's Inclusive Leadership:

Practical Ways to Cultivate Inclusion and Build a Better Team

What happens when you prioritize inclusion in your daily leadership behaviors? You disrupt bias and create an environment where every person on your team feels valued, thrives, and creates breakthrough results for your team and organization. This course will show you that leading inclusively isn't something extra to do—it's about making the most of things you're already doing. You'll learn to connect with each individual to understand their unique skills and needs, to spot potential and address barriers to success, and to involve your whole team in co-creating an inclusive culture.

Registration Deadline: 4/15/25 @ 10AM

Franklin Covey's The 4 Essential Roles of Leadership

After extensive research the Franklin Covey team identified that the most effective leaders consistently live the 4 Essential Roles of Leadership as the foundational framework for their leadership success. That is, they inspire trust, create vision, execute strategy, and coach potential. By doing this, they engage their team to consistently help the organization achieve its most important results.

Registration Deadline: 3/25/25 @ 10AM

Franklin Covey's Unconscious Bias: Understanding Bias to Unleash Potential

Unconscious biases are how our brains compensate for overload which can inhibit performance and lead to poor decision-making. Learn how to be aware of and address biases so you and your team can thrive, increasing performance and engagement.

4/23/2025
-
4/24/2025

Free
Restricted to
All Access
Pass
Subscribers

[Register](#)

4/1/2025 -
4/3/2025

Free
Restricted to
All Access
Pass
Subscribers

[Register](#)

3/11/2025
-
3/12/2025

Free
Restricted to
All Access
Pass
Subscribers

[Register](#)

Registration Deadline: 3/4/25 @ 10AM

Successfully Supervising Students

Do you supervise student employees? Are you considering hiring student employees in your department? Then this class is for you! The workplace offers student employees a unique opportunity, and also creates some unique supervisory challenges. This workshop will provide strategies relating to scheduling, giving effective feedback, and making your department student-friendly. Participants will gain an understanding of what motivates student employees to work and perform their best.

4/16/2025

Free

[Register](#)

Registration Deadline: 4/11/25 @ 8:30AM

Note: a late session admission, 30 minutes after the course has begun, will not be given course credit and may incur program/no-show fees.

Leadership Learning Corner: Executing Goals

Why is executing goals so difficult? How do you execute with the day to day? Learn about how to focus on goals and not strategy. Want to learn more? Enroll in 4 Essential Roles of Leadership.



ComPsych Personal Development/Work-Life Workshops

Our partnership with ComPsych enables us to offer learning and personal enrichment

opportunities throughout the year. The following workshops are offered at **no cost**.

Workshop Topic	Date	Time	Link
ComPsych - Mental Health Impacts Of A Medical Diagnosis	03/05/2025	12:00 PM	Register
ComPsych - Bring Out the Best in Others	03/11/2025	11:00 AM	Register
ComPsych - Happiness: A Key to Life's Satisfaction	03/13/2025	11:00 AM	Register
ComPsych - Resiliency: Bouncing Back After a Setback	03/18/2025	1:00 PM	Register
ComPsych - Parental Burnout: How To Overcome Challenges & Thrive Through Parenthood	03/24/2025	12:00 PM	Register
ComPsych - The Confident You: Taking Charge of Your Life	03/27/2025	11:00 AM	Register
ComPsych - Managing Worry and Anxiety	04/08/2025	12:00 PM	Register
ComPsych - Cutting Through the Clutter	04/10/2025	11:00 AM	Register
ComPsych - How to Make a Habit of Success	04/15/2025	11:00 AM	Register
ComPsych - Honoring Your Values to Thrive at Work and in Life	04/17/2025	11:00 AM	Register
ComPsych - Preventing Employee Burnout	04/22/2025	11:00 AM	Register
ComPsych - Sleep: An Essential Component of Health and Well-Being	04/24/2025	11:00 AM	Register
ComPsych - Letting Go of the Things That Hold You Back	04/29/2025	11:00 AM	Register



NEWS

UC Learning Center Corner

Log in at <https://ucrllearning.ucr.edu/>


FAQ: Why am I being prompted to Restart a course?

An important reminder for systemwide compliance

Go ahead and select Restart! This is expected behavior and is simply a warning. It will not cause any problems with your training records or prevent you from completing the activity.

If you have previously completed an online activity, when restarting it, the system will remind you and ask you to confirm you want to restart the activity. When restarting/retaking an activity, the system will add a new attempt in addition to any previous completions to your records.

NOTE: The University of California regularly requires employees and certain contingent workers to retake certain systemwide compliance courses, such as the annual cyber security training. Retraining requirements may be based on UC policies as well as state or federal laws.

 You previously completed this activity. Click Restart to retake the activity. This will begin a new attempt and change your status to "In Progress." Your previous completion will remain on your transcript.

RESTART

CANCEL

NEW! Team Compliance Dashboards for Managers & Learning Coordinators

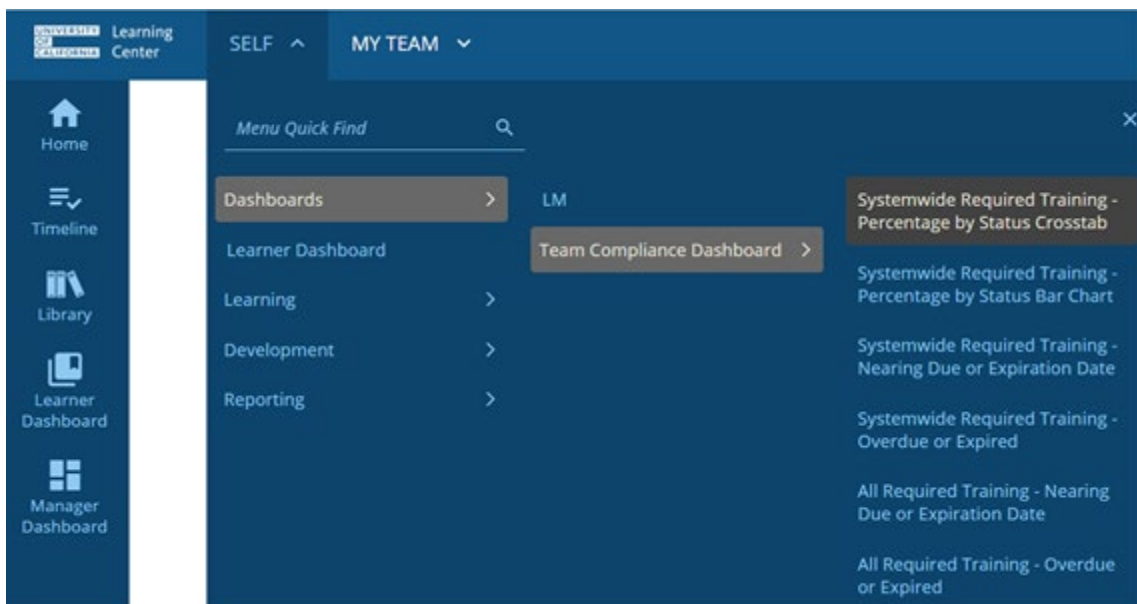
For UC Learning Center users in a [manager](#) or [learning coordinator](#)* role, you now have access to the new Team Compliance Dashboards. Once logged into the UC Learning Center, go to the **Self > Dashboards > Team Compliance Dashboard menu** (shown below) and then select from the following reports:

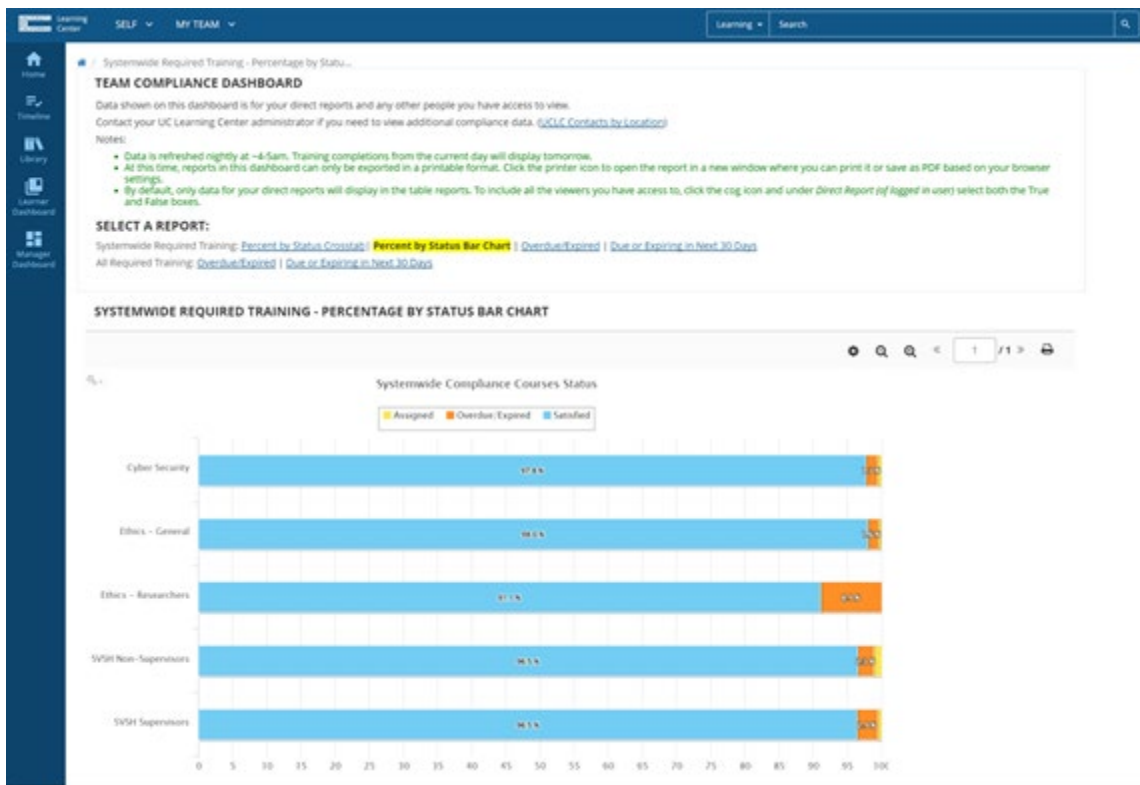
- Systemwide Required Training – Percentage by Status Crosstab
- Systemwide Required Training – Percentage by Status Bar Chart
- Systemwide Required Training – Nearing Due or Expiration Date
- Systemwide Required Training – Overdue or Expired
- All Required Training – Nearing Due or Expiration Date
- All Required Training – Systemwide Required Training – Overdue or Expired

The crosstab and bar chart reports offer a quick visualization of your team or organization’s compliance metrics with assigned systemwide training. The nearing due or expiration date and overdue or expired reports will provide a detailed list of your direct reports or viewable users who are due to complete or retake assigned trainings – choose from either strictly the systemwide training report or all required training reports.

NOTE:

- Data is refreshed nightly at ~4-5am. Training completions from the current day will display tomorrow.
- At this time, reports in this dashboard can only be exported in a printable format. Click the printer icon to open the report in a new window where you can print it or save as PDF based on your browser settings.
- *Similar to the Manager Dashboard, by default, only data for direct reports will be displayed. **To include all the viewable users you have access to, click the cog icon ⚙️ and under the Direct Report (of logged in user) filter select both the True and False options.**





Systemwide Required Training - Overdue or Expired

Full Name	Email	Start/End (M)	Primary Department	Primary Job	Activity Name	90 Compliance Status	Days Past Due	Due/Expiration Date	Manager Full Name	Manager Email
Arnell, Arnell	arnell@ucsf.edu	10/1/2020	PH/QUALITY AND RELIABLE DEPT	ASSIST. SUPERVISOR	UC Cyber Security Awareness Fundamentals	Overdue/Expired	188	Aug 24, 2020	FRANCOIS, JON	arnell@ucsf.edu
Arnell, Arnell	arnell@ucsf.edu	10/1/2020	PERFORMANCE DEPT	ASSIST. ASSOC. CLIN. PROF. - N/A	UC Ethics and Compliance Training for Researchers	Overdue/Expired	159	Jun 3, 2020	FRANCOIS, JON	arnell@ucsf.edu
Arnell, Arnell	arnell@ucsf.edu	10/1/2020	INTERNAL MEDICINE (S&E) DEPT	PHYSICIAN ASSISTANT	General Compliance Training University of California (Internal and External)	Overdue/Expired	626	Jul 25, 2020	COLLINS, PAULINE	arnell@ucsf.edu
Arnell, Arnell	arnell@ucsf.edu	10/1/2020	INTERNAL MEDICINE DEPT	ASSIST. CLIN. PROF. - PH	UC General Wellness and Sexual Harassment Prevention for Supervisors, Faculty and MSP	Overdue/Expired	769	Nov 24, 2020	ARNDT, CLAUDETTE	arnell@ucsf.edu
Arnell, Arnell	arnell@ucsf.edu	10/1/2020	INTERNAL MEDICINE DEPT	ASSOC. EDUCATOR/CLIN. ED	UC General Wellness and Sexual Harassment Prevention for Non-Supervisors	Overdue/Expired	769	Nov 24, 2020	ARNDT, CLAUDETTE	arnell@ucsf.edu
Arnell, Arnell	arnell@ucsf.edu	10/1/2020	INTERNAL MEDICINE DEPT	ASSIST. CLIN. PROF. - PH	UC General Wellness and Sexual Harassment Prevention for Non-Supervisors	Overdue/Expired	769	Nov 24, 2020	ARNDT, CLAUDETTE	arnell@ucsf.edu
Arnell, Arnell	arnell@ucsf.edu	10/1/2020	INTERNAL MEDICINE DEPT	ASSIST. ASSOC. CLIN. PROF. - N/A	UC General Wellness and Sexual Harassment Prevention for Non-Supervisors	Overdue/Expired	769	Nov 24, 2020	ARNDT, CLAUDETTE	arnell@ucsf.edu

LinkedIn Learning

Log in at <https://linkedin.com>

Having Difficult Conversations

Conflict is inevitable — in work and in life. Managers must address performance issues, and colleagues with competing priorities must figure out how to work together. These situations call for having difficult conversations. In this course, Marlene Chism

explains how to have difficult conversations, build your communication skills, and improve your relationships, teamwork, and business performance. She explains how to identify underlying differences in work styles, goals, and power dynamics and change the way you view conflict. She provides a model to move the conversation in a positive direction and to determine next steps. Plus, learn how to check for resistance with a single useful phrase. [Having Difficult Conversations](#)

Gartner

Log in at <https://www.gartner.com>

Creating Psychological Safety

Psychological safety is a key factor in maximizing individual and team performance. Employees who feel psychologically safe are more capable of taking risks, communicating candidly and thinking creatively. People managers can use these tools to build psychological safety on their teams.

[Read: Creating Psychological Safety](#)



CAMPUS SPOTLIGHT

UCR Staff Assembly

<http://staffassembly.ucr.edu>

Spring Quarter General Meeting

Wednesday, May 14, 2025 12pm to 1pm

You're Invited! Join us for our Spring General Meeting

[Register: Spring Quarter](#)



ADDITIONAL

RESOURCES

EOD Learning Resources SharePoint Site

Professional development serves as the cornerstone of individual and organizational growth. It equips our employees with the knowledge, skills, and resources needed to excel in their roles, driving innovation, productivity, and job satisfaction.

To further support your professional development journey, I am thrilled to invite you to access our new [EOD Learning Resources SharePoint site](#). The site is dedicated to learning resources and great content. This platform will serve as a centralized hub where you can discover a wealth of educational materials, industry insights, and more.



Need training now? Visit LinkedIn Learning, via [R'Space](#), to take advantage of UCR curated collections.

Questions? Please contact EOD at HRTrainingContacts@ucr.edu.

Visit the [Professional Development Monthly online](#) for past issues.

To receive this and all EOD emails, subscribe to [HRTrainingNews](#).

[Get to Know the EOD Team](#)

Personnel Policies for Staff Members:
[PPSM50 – Professional Development](#).

Need assistance with course fees?
[Apply for a Staff Assembly Professional Development Scholarship](#).