Aspiring Leader
Program

THE ASPIRING LEADER PROGRAM IS AN ONLINE, SELF-PACED e-LEARNING course program that provides an introduction to some of the core skills needed to begin developing leadership capabilities and become a successful leader.

UC RIVERSIDE
Human Resources

**The program was designed
to address and overcome**
Organizational challenges
in order to manage teams
more effectively.

**The framework for this
program was developed**
by our EOD Interim
Director Alex Rollins and
Seana Nunez Staff
Employment and
Development Analyst.

WHAT'S
INCLUDED:

It consists of 5 newly developed courses and 4 LinkedIn courses audited/curated specifically
for this program.

Introduction to Supervising Others *(EOD course)*

Managing Office Politics *(LinkedIn course)*

Coaching for Results *(EOD course)*

Introduction to Change Management *(EOD course)*

Leadership and Influence *(LinkedIn course)*

Conducting Performance Reviews *(LinkedIn course)*

Leading with Emotional Intelligence *(EOD course)*

Project Management for Leaders *(LinkedIn course)*

Ready Set Goal *(EOD course)*

VIEW ALL COURSES

UCR Human Resources

INTRODUCTION TO SUPERVISING OTHERS

(EOD COURSE) - 30 Minutes

Course Description: Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it. This course will help supervisors become more efficient, proficient with delegating, setting goals and expectations as well as providing feedback to their team members.

These are the course objectives:
• Setting expectations for your team members
• Providing feedback that is based on behavior
• Importance of setting smart goals
• Explore ways and methods of assigning work

COACHING FOR RESULTS

(EOD COURSE) - 30 Minutes

Course Description: Consistent coaching and feedback allows you to connect with employees and increase their productivity, job satisfaction, and engagement. This course identifies the necessary traits and methods of a successful coach, including positive intent, timely feedback, and respectful candor. Lastly, the course addresses the importance of delivering feedback in a meaningful way, openly receiving feedback, and then willingly using that feedback to make needed changes.

These are the course objectives:
• Describe the difference between a coach and a manager
• Apply a coaching process that produces results
• Use reinforcement and developmental feedback and coaching to improve performance
• Learn to use active listening techniques to master effective communication

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LEADING WITH EMOTIONAL INTELLIGENCE

(EOD COURSE) - 40 Minutes

Course Description: Can you identify your emotions and understand why they are happening? What about the emotions of others? Are you skilled at spotting and responding to their cues? Those with high emotional intelligence readily recognize their feelings, manage their reactions, and build positive interactions with others. A skill that leads to success inside and outside the office, emotional intelligence is well worth refining. In this course you will learn what emotional intelligence is and boost your emotional intelligence skills by strengthening your personal and social competence.

These are the course objectives:
• Define emotional intelligence and explain why it is important
• Explain the leadership benefits of emotional intelligence
• Boost your emotional intelligence skills
• Strengthen your personal and social competence
• Explore ways and methods of assigning work

READY SET GOAL

Course Description: Successfully aligning an individual's goals with the University's performance program and core competency model reinforces shared culture and values and ensures employees are focused on organizational priorities, centering their work on the goals and needs of their business unit. Setting goals is an essential part of being a successful leader and employee. Effective goals help motivate, increase success rates, provide clarity, focus action plans, facilitate cooperation, and improve performance. A comprehensive goal setting process helps us create a roadmap to get from where we are to where we want to go, providing a detailed plan on how best to reach our destination.

These are the course objectives:
• Distinguish the SMART elements of a goal
• Implement the SMART criteria when writing goals
• List common performance criteria
• Recall the UCR Core Competencies
• Link a job responsibility to core competencies
• Classify behavioral anchors according to core competency
• Identify and classify development activities according to the 70/20/10 Learning Model
• Construct SMART goals for performance criteria given a job description or task

INTRODUCTION TO CHANGE MANAGEMENT:
Managing the People Side of Change

Course Description: Change is going to happen, and change is hard. If we don't manage it well, we become victims of the change. Change can make us feel stressed, uncertain, anxious, or even frustrated if the change we want to make is difficult or sometimes even a complete failure. This course looks at what individuals and organizations experience during times of change and the process we all go through when faced with change.

These are the course objectives:
• Define change management
• Describe the reason change management is important
• Identify the four zones of the Change Model and what can be done in each zone to achieve success
• Learn the different phases of the ADKAR Model

LEADERSHIP & INFLUENCE: The 10 Essentials Of Influence And Persuasion

Course Description: It's a fact that the ability to influence and persuade others, is simply not a nice to have anymore. In the same way that there are essentials that you need to survive in life, like food and water, sleep and clean air, there are essentials that you need to thrive at work. And one of the most crucial is the ability to influence others. In this course, you will learn the 10 essentials for ethically and practically building your powers of persuasion.

These are the course objectives:
• Build powers of persuasion
• Create an influential introduction
• Convince the undecided and ultimately hear more of the word yes

MANAGING OFFICE POLITICS

Course Description: Be proactive about managing the office environment by mastering the dynamics of how people work together. When you understand how to influence these relationships, it becomes an integral part of your success, and others. Creating goodwill in the workplace has value and, in this course, you will discover how to genuinely connect with people at work in a way that is professional and productive. Learn the strategies you can implement, including building social proof, clarifying your goals, bringing people together and helping people recognize your abilities.

These are the course objectives:
- Building social proof and goodwill
- Exhibiting authenticity
- Defining your workplace goals
- Identifying key decision makers
- Strengthening relationships
- Identifying company values
- Connecting your colleagues

CONDUCTING PERFORMANCE REVIEWS

Course Description: Performance reviews can have a huge impact on your employee's future. In this short course, learn how to prepare for and conduct fair, productive, and impactful performance reviews. Learn how to write and deliver effective performance reviews, how to gather feedback, write the formal review, and conduct effective meetings with employees. Upon wrapping up this course, you'll grasp how to make performance reviews more useful and motivating and less stressful for both you and your employees.

Participants will be able to:
- Prepare for the performance review
- Have performance review conversations
- Write the formal performance reviews
- Deliver the performance review

PROJECT MANAGEMENT FOR LEADERS

Course Description: It's easy to think of project management as some specialized magic that only certified project managers possess, but the truth is, we all manage projects at one time or another. If you've ever coordinated an event or activity with a defined start and end date, then you too, have managed a project even if you didn't realize it at the time. In this course, learn how project management skills can help you to become a better, more effective leader and make a measurable impact in the new world of work.

Participants will be a:
- Apply general project management principles
- Conduct effective kickoff meetings
- Provide status update guidance
- Delegate with confidence with three magic questions