

**A** CHIEVING RESULTS   **B** UILDING RELATIONSHIPS   **C** REATING THE FUTURE

April 2021



**Nominations: March 31 – April 30, 2021**

UC Women's Initiative for Professional Development is a unique, experiential professional development program committed to enabling the full participation, success and advancement of woman-identified professionals at the University. The program is open to all who support this mission and who are interested in the development of woman-identified professionals.

### [2021/2022 Nomination Process](#)

**The nomination process opens March 31 and runs through April 30.**

- Individuals may be nominated or may apply to participate in the program
- [2021/2022 UCR WI Application Form](#)
- 2021/2022 detailed Cohort Schedules coming soon
- Review the [UC WI FAQ's](#)

For more information regarding the UC Women's Initiative for Professional Development, please visit the [UC Women's Initiative webpage](#) or contact [ucwomensinitiative@ucop.edu](mailto:ucwomensinitiative@ucop.edu).

For local information, visit the [UC Women's Initiative for Professional Development webpage](#) or contact [ucrwomensinitiative@ucr.edu](mailto:ucrwomensinitiative@ucr.edu).



## Transferable Skills Library

UC Riverside's Human Resources Employee and Organizational Development (EOD) team developed a Transferable Skills Library (TSL) to provide employees an opportunity to become more effective in their current roles or develop the skills needed for a future role on campus. The TSL features the most popular on-demand courses from LinkedIn Learning using 20 job standard skillsets categorized by UCR's Core Competency Behavioral Anchors. Visit the [Transferable Skills Library webpage](#) for more information.

## Featured Training



### Performance Management in Action

Thursday, April 15, 2021

Learn the basics of identifying and communicating performance expectations, and how to hold a collaborative meeting with your team members to review their performance over the year.

To attend this training, please register through the [UC Learning Center \(LMS\)](#).

## Performance Management – LinkedIn Learning Content Collection

Performance reviews are around the corner. To help you prepare to set goals, communicate with your supervisor, and receive feedback in a constructive way; EOD has created a content collection in LinkedIn Learning – [Let's Talk: Preparing for Your Performance Review](#).

## Remote/Hybrid Online Resources

### Gartner – Employee Experience Masterclass: Managing the Remote Work Experience – Webinar

Tuesday, April 6, 2021 | 8 – 9:00 a.m.

To attend this webinar, please register at [Gartner.com](https://www.gartner.com).

- The COVID-19 pandemic will have long-term implications on the nature of work. As life returns to normal, fewer people are returning to their offices as this crisis has made working from home an accepted practice. However, remote work is not without its challenges.
- While remote workers exhibit more discretionary effort, that comes with a risk of burnout. Remote workers are also more likely to quit compared to their office-going counterparts. To ensure that remote workers remain engaged and productive, organizations must effectively manage the remote-worker experience.

### Resources

- [I'm worried a remote direct report isn't actually working](#)

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- [Navigating Home Life](#)

Remote/Hybrid Skillssoft eCourses and Videos

## Videos

[Managing Virtual Teams](#)

[Resilience](#)

[Virtual Teamwork](#)

[Working on Teams](#)

[Working on Teams – For Managers](#)

## eCourses

[Becoming a Successful Collaborator](#)

[Contributing as a Virtual Team Member](#)

[Establishing Effective Virtual Teams](#)

[Exploring Virtual Collaboration](#)

[Facing Virtual Team Challenges](#)

[Forging Ahead with Perseverance and Resilience](#)

[Organizations Change So Get Ready](#)

[Organize Your Physical and Digital Workspace](#)

[Take a Deep Breath and Manage Your Stress](#)

[The Art of Staying Focused](#)

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## Accessibility is a University Responsibility

*Accessibility is the inclusive practice of removing barriers that prevent people with disabilities from doing what they need to do online.*

Did you know we have more than 50 e-Courses available around [accessibility in the UC Learning Center](#)? Provided by UCOP in partnership with Siteimprove, these courses cover a range of topics from basic principles to creating accessible documents, to web development, as well as accessibility considerations for classrooms, marketing and purchasing.

- **General Principles & Practices:** [Making Accessibility a Priority](#), [General Digital Accessibility Principles](#), [Accessible Purchasing](#)
- **Creating Accessible Documents & Media:** [Accessible Documents](#), [Accessible Multimedia](#), [Making Accessible PDFs](#)
- **For Instructors, Contributors, Designers and Marketers:** [Accessibility for the Classroom](#), [Accessibility for Content Contributors](#), [Accessibility for Designers](#), [Accessibility for Marketers](#)
- **For Web Developers:** [Digital Accessibility for Developers](#), [Testing for Web Accessibility](#)

**Additional guidance and resources include:**

- [UCR ADA/Section 504 Compliance: Disability Inclusion and Access](#)

- [UCR Student Disability Resource Center](#)
- [UCR Website Accessibility](#)
- [UCOP Electronic Accessibility](#) (UC locations share web accessibility best practices and resources)

## Upcoming Programs and Classes

### EOD Programs, Courses and Classes

Course Title/Description	Dates	Cost	Registration Link
<b>Eliminating Harassment, Intimidation and Bullying (HIB)</b> Eliminating harassment, intimidation and bullying.	4/5/21 & 5/3/21	None	<a href="#">Register</a>
<b>Delegation Skills – Webinar</b> Enhance delegation skills.	4/6/21	None	<a href="#">Register</a>
<b>Coaching for Results</b> Consistent coaching and feedback allows you to connect with employees and increase their productivity, job satisfaction and engagement.	4/12/21 & 5/10/21	None	<a href="#">Register</a>
<b>Performance Management in Action</b> Learn the basics of identifying and communicating performance expectations and hold collaborative meetings with your team to review their performance over the year.	4/15/21	None	<a href="#">Register</a>
<b>How to Make Feedback Work for You</b> Class is geared towards non-manager and non-supervisors.	4/19/21 & 5/18/21	None	<a href="#">Register</a>
<b>Difficult Conversations</b> Being able to have difficult conversations with staff is an essential part of being an effective leader and employee.	4/27/21 & 5/25/21	None	<a href="#">Register</a>
<b>Franklin Covey’s Leading at the Speed of Trust – LiveClicks</b> Building trust, behaviors of trust.	4/28–30/21	\$157	<a href="#">Register</a>
<b>Successfully Supervising Students</b> Learning how to schedule, give effective feedback and create a student-friendly department.	5/4/21	None	<a href="#">Register</a>
<b>Franklin Covey’s The 4 Essential Roles of Leadership – LiveClicks</b> Inspire trust, create vision, execute strategy and coach potential.	5/18-20/21	\$161	<a href="#">Register</a>

### ComPsych – 2021 Personal Development/Work-Life Topics

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	Date	Time	Campus Coordinator	Registration Link
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<b>Becoming a Team Player</b>	4/15/21	1–2:00 p.m.	Lela Dennis	<a href="#">Register</a>
<b>Overcoming Your Distorted Negative Thinking</b>	5/13/21	1–2:00 p.m.	Lela Dennis	<a href="#">Register</a>
<b>Where are You Going? Goal Setting for Personal and Professional Success</b>	5/20/21	1–2:00 p.m.	Lela Dennis	<a href="#">Register</a>

For questions, please contact Employee & Organizational Development (EOD) at [HRTrainingContacts@ucr.edu](mailto:HRTrainingContacts@ucr.edu).

## LinkedIn Learning on-Demand Courses

### New Courses Tailored for Today's Unique Working Environment

- Managers/Supervisors – Collection: [Leading Remotely](#)
- Individual Contributors – Collection: [Working Remotely](#)

### Evergreen Courses Addressing Challenges in Today's Working Environment

- [Leading Inclusive Teams](#)
- [Skills for Inclusive Conversations](#)

### Learning Path

- [Remote Working: Setting Yourself and Your Team Up for Success](#)
- [Become a Successful Remote Worker](#)

## News

### STAR/SPOT Awards Program Relaunching April 1, 2021

The Staff Appreciation and Recognition (STAR) plan is an employee recognition program which allows supervisors and managers to recognize, acknowledge and reward employees for exceptional performance and/or significant contributions related to and supportive of individual, departmental, divisional and or organizational goals and objectives.

SPOT awards may be used to recognize significant one-time accomplishments and STAR awards may be used to recognize longer term accomplishments and sustained excellence which support UC Riverside's strategic goals. For more information, please visit [the UCR Employee Recognition webpage](#).

### STAR/SPOT Award Resources

[LinkedIn Learning Awards and Recognition Collections](#)

### New Online Activities Available in the UC Learning Center

- **[HRMS: Review – Equity](#)**: This training demonstration of the HRMS Review Module – Equity process includes: Initiate, edit, approve, disapprove, appeal, finalize, view and search Review Equity actions. Intended for individuals that will have the appropriate HRMS roles.
- **[HRMS: Reclass/Salary Review](#)**: Provides a training demonstration of the HRMS Review Module – Reclassification and Reclass Salary Review processes and associated actions. Intended for individuals that will have the appropriate HRMS roles.



- **[Staff Assembly Lunch & Learn: Preparing for Retirement](#)**: This recorded webinar features Ranada Palmer and Tina Rodriguez from the UCR HR Benefits Office, Cristina Otegui from the UCR Retirement Center, and UCR Retirees' Association representatives Mary Johnson and Bob Daly. This webinar covers topics including benefits, health insurance, service years and retirement from UCR. Find more webinar recordings in the [Staff Assembly Lunch & Learn Series](#).
- **[To Boldly Go: Conversations on Being Black in Higher Education](#)**: Watch recordings from past conversations sponsored by UCR's Black Faculty and Staff Association. Currently featuring Dr. Gary May, Chancellor of UC Davis, and Dr. Michael Brown, Provost and Executive Vice President for Academic Affairs of the University of California

## ComPysch – Faculty Staff Assistance Program (FSAP)

### Videos: FSAP Orientations

If you missed any of the FSAP Orientations, you can view the following orientation videos:

- [FSAP Orientation](#)
- [FSAP Manager/Supervisor Orientation](#)



### My UC Career

The My UC Career is a self-directed, online career development portal available to all UC employees. Career Development continues to be a focus area across the university and the portal provides a resource that supports employees in growing their UC career. A [UC email address](#) is all that is needed to register for an account.

The systemwide [My UC Career portal](#) provides access to job openings at all UC locations via the [Systemwide Job Board](#), as well as resources and tools to create and refine resumes, write cover letters, identify strengths, practice interviewing and find professional networking opportunities.

## Campus Spotlight

### Leaders of Excellence And Distinction (LEAD)

***LEAD R' Board Award Recipient for Winter Quarter was Emily McCoy!***

### LEAD R' Ship Series

April 14, 2021 | 11:00 a.m. – 12:00 p.m.

Registration: [How to Create a High Performing Team with Christine Victorino](#)

### LEAD Elections

Do you know someone who aspires to be a leader and make a difference on campus? Nominate them for a LEAD Board position!

Nomination period begins April 1 through April 23.

Be sure to make your nomination in the [LEAD Elections webpage](#).

### Open positions:

- Information Technology Chair
- Vice Chair

- Program Chair
- Marketing and Communications Chair
- Professional Development Chair
- Administrative Chair
- Member at Large



## Staff Assembly Virtual 5K

Staff Assembly's Virtual 5K is here! Your \$25 registration includes a UCR Scotty the Bear T-shirt and a limited-edition collector's medal. Proceeds from the Virtual 5K will benefit UCR staff. Any kind of exercise qualifies and everyone is invited to participate. Learn more and sign up at [virtual5k.ucr.edu](http://virtual5k.ucr.edu).

## Staff Assembly's Lunch & Learn Sessions

Staff Assembly held their first staff conference on March 23-24. Thank you to everyone who attended! If you were unable to attend, or if you missed one of Staff Assembly's Lunch & Learn sessions, you can review the recordings via the [UC Learning Center \(LMS\)](#).



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

*Most enrollments are conducted through the [UC Learning Center](#).*

*Need assistance with course fees? Apply for a Staff Assembly Professional Development Scholarship. Visit their website for more information:  
<https://staffassembly.ucr.edu/scholarships>.*

*Missed an issue of the Professional Development Monthly?  
Visit the [Professional Development Monthly webpage](#).*

*To subscribe (opt-in) to the Professional Development Monthly, register in the [Hrtrainingnews listserv](#).*

**For questions, please contact Employee & Organizational Development (EOD) at [HRTrainingContacts@ucr.edu](mailto:HRTrainingContacts@ucr.edu).**