PROFESSIONAL DEVELOPMENT MONTHLY

UC RIVERSIDE
Human Resources
Employee and Organizational Development

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

December 2020/January 2021

EOD 2020/21 Course Catalog – Expanded UCR Programs

The Employee & Organizational Development (EOD) 2020-21 Course Catalog offers tools and resources to help you succeed and excel in your professional role at UCR through engaged learning and focused customer service. Check out the new additions under UCR Tailored Programs:

- Coaching for Results
- Difficult Conversations
- How to Make Feedback Work for You
- Eliminating Harassment Intimidation and Bullying

Featured Training

Staff Assembly Lunch & Learn

Hindsight is 2020
Wednesday, January 13, 2021 | 12:00 – 1:00 p.m.

Reflect on 2020; what we learned, mistakes we made, and how we can leverage these lessons for 2021.

Register: Lunch and Learn: Hindsight is 2020 Registration

Upcoming Programs and Classes

ComPsych – 2020 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 this December 2020 through February 2021:

Workshop	Date	Time	Cost	Campus Coordinator	Registration Link
Learning to Say "No"	12/01/20	1–2:00 p.m.	No cost	Lela Dennis	*Learning to Say "No"*
Staying Connected: Keeping the Spark Alive in Your Relationship	12/02/20	1–2:00 p.m.	No cost	Lela Dennis	*Staying Connected: Keeping …link*

Managing Your Emotions in the Workplace	*12/03/20*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Managing Your Emotions…Link*
Developing Will Power and Self-Control to Change Behavior	*12/08/20*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Developing Will Power…Link*
Stress: A Way of Life or a Fact of Life	*12/09/20*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Stress: A Way of Life…Link*
Responding to Behavior That Makes You Feel Uncomfortable	*12/10/20*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Responding to Behavior…Link*
Helping a Loved One Through Difficult Times	*12/15/20*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Helping a Loved One…Link*
Living with Change	*12/16/20*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Living with Change*
Letting Go of the Things That Hold You Back	*12/17/20*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Letting Go of the Things…Link*
Learning to Relax	*12/18/20*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Learning to Relax*
Bringing Out the Best in Others	*1/14/21*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Bringing Out the Best…Link*
Sailing On: A Guide to Transitioning into Retirement	*1/21/21*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*Sailing On: A Guide…Link*
The Art of Patience	*2/11/21*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*The Art of Patience*
De-escalating Potentially Violent Situations	*2/18/21*	*1–2:00 p.m.*	*No cost*	*Lela Dennis*	*De-escalating Potentially…Link*

For questions, please contact Employee & Organizational Development at HRTrainingContacts@ucr.edu.

EOD Programs, Courses and Classes

Course Title	*Description*	*Dates*	*Cost*	*Registrations Link*
Eliminating Harassment, Intimidation and Bullying (HIB)	*Eliminating Harassment, Intimidation and Bullying*	*12/08/20*	*None*	*Eliminating Harassment…Link*
Eliminating Harassment, Intimidation and Bullying (HIB)	*Eliminating Harassment, Intimidation and Bullying*	*1/12/21*	*None*	*Eliminating Harassment…Link*
Delegation Skills - Webinar	*Enhance delegation skills*	*1/21/21*	*None*	*Delegation Skills - Webinar*
Franklin Covey's 7 Habits of Highly Effective People	*Timeless principles of effectiveness*	*1/26/21*	*$158*	*Franklin Covey's 7 Habits…Link*
Coaching for Results	*Coaching for results*	*1/26/21*	*None*	*Coaching for Results*

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LinkedIn Learning on Demand Courses

Resiliency
- Leaders: Make Your Teams More Agile, Creative and United
- Developing Adaptability as a Manager

Courses Tailored for Today's Unique Working Environment
- Collaborative Leadership
- Igniting Emotional Engagement

Evergreen Courses Addressing Challenges in Today's Working Environment
- Cultivating Cultural Competence and Inclusion
- Confronting Bias: Thriving Across Our Differences

News

Change to LMS Access for Contingent Workers

Contingent workers (CWRs) should now be able to log in directly to the UC Learning Center learning management system (LMS). Hiring departments may need to take an additional step during the onboarding process to facilitate access, depending on the CWR's student status and SSN status.

Details are available in the Access section of the LMS support website, where you may also download the new UC Learning Center LMS Access Matrix for Departments.

UC Systemwide People Management Series and Certificate

The UC Systemwide People Management Series and Certificate is a program for all People Managers and aspiring managers. The program consists of Core and Elective Courses, which include local and systemwide programs and eCourses, as well as in-person learning. For more information, visit the UC People Management Series and Certificate webpage.

Program cost: **no charge**

SkillSoft eCourses

New eCoures are now available from SkillSoft on Resilience and Virtual Teams. Please click on the following links for the eCourse description and registration:

eCourse	
Managing in a Crisis	Exploring Virtual Collaboration
Forging Ahead with Perseverance and Resilience	Facing Virtual Team Challenges
Organizations Change So Get Ready	Organize Your Physical and Digital Workspace
Take a Deep Breath and Manage Your Stress	Cisco Webex Meetings: Organizing & Hosting Meetings
The Art of Staying Focused	Cisco Webex Teams: Using the Collaboration Tools
Becoming a Successful Collaborator	Google Hangouts Meet: Using Hangouts Meet on the Web
Navigating Challenging Situations with Diplomacy and Tact	Join me for Windows: Organizing, Hosting & Joining Meetings
Contributing as a Virtual Team Member	LogMeIn GoToMeeting: Organizing & Hosting Meetings
Developing Your Resilience as a Healthcare Professional	Microsoft Teams: Communicating via the App
Establishing Effective Virtual Teams	Skype for Business 2016: Getting Started

ComPysch – Faculty Staff Assistance Program Orientation

FSAP Orientation
Wednesday, December 16 | 11:00 a.m. – 12:00 p.m.

The goal of this session is to educate you about the program and to help you view this resource as a tool available to you and your household family members. Join us to find out more about this great benefit. To register for this orientation, please visit the UC Learning Center (LMS).

FSAP Manager/Supervisor Orientation
Thursday, December 17 | 11:00 a.m. – 12:00 p.m.

The goal of this session is to educate you about the program and to help you view the program as a tool for supporting your employees. Join us to find out more about this great benefit. To register for this orientation, please visit the UCLearning Center (LMS).

Videos: FSAP Orientations
If you missed any of the FSAP Orientations, you can view the following orientation videos:
- FSAP Orientation
- FSAP Manager/Supervisor Orientation

UC Accessibility Guide

In conjunction with the UCOP Accessibility Workgroup and UC Electronic Accessibility Committee, Systemwide Talent Management is proud to introduce a new PDF accessibility training resource – a comprehensive Word-to-PDF and PDF Accessibility Guide.

The Guide centers around two checklists, each of which presents a series of simple yes-or-no questions designed to assist users of any experience level in assessing their documents' accessibility and making improvements where necessary. This incremental approach – tackling one accessibility question and, if necessary, one accessibility solution at a time – should make the process of ensuring robust accessibility less intimidating and more manageable for all.

Additionally, courses around learning about and applying accessibility principals in many different areas are available under the Accessibility topic of the UC Learning Center library.

Campus Spotlight

Save the Date – Staff Assembly Conference

Staff Assembly 1st Professional Development Conference – by Staff for Staff
March 23 and 24, 2021

The Professional Development Conference will include two official tracks on general skill development and leadership, with two keynote speakers. The Conference will take place virtually over Zoom using the Whova software platform.

LEAD R'Ship Series

How to Lead a Team in a Hybrid Environment
Wednesday, December 9 | 11:00 a.m. – 12:00 p.m.

Come join LEAD for our second session of our LEAD R' Ship Series. We will be discussing *How to Lead a Team in a Hybrid Environment* with Lisa Laws and Linda Aguilera.

Register: How to Lead a Team in a Hybrid Environment Registration

Relationship Building

If you missed November's Lead R' Ship Series on "Relationship Building" with Brittany Fraser and Lela Dennis, be sure to view the YouTube video – Relationship Building.

For more information about Leaders of Excellence and Distinction, visit the Leaders of Excellence and Distinction (LEAD) webpage.

Are you a UCR Employee Interested in Sustainability?

The Employee Sustainability Ambassador Program (ESAP) aims to provide a forum for sustainability discussions and regular updates on sustainability at UCR and the community. Through this program, employees will have an opportunity to attend an initial 30-45-minute virtual orientation session followed by short virtual meetings every other month to discuss and raise questions about sustainability. Ambassadors will then be requested to share provided material with their departmental colleagues to enhance sustainability awareness in their workplaces. Complete the online interest survey today!

Program cost: **no charge**

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.