# UC RIVERSIDE
## Human Resources Employee and Organizational Development

# PROFESSIONAL DEVELOPMENT MONTHLY

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

**January 2022**

## 2022 Pre-Retirement Planning Workshop Series

The HR Benefits Office is sponsoring a Pre-Retirement Planning Workshop Series open to all UCR faculty, staff and retirees to provide information about resources and steps you will need to take in order to plan for your retirement from UC.

## Franklin Covey's Jhana Resources

*Bite-Size Performance Support for Leaders and Individuals*

The Transferable Skills Library (TSL) features courses and resources based on 20 job standard skillsets categorized by UCR's Core Competency Behavioral Anchors. The TSL has expanded to include resources from Franklin Covey's Jhana, available to those with a Franklin Covey All Access Pass (AAP). For information on how to get an AAP account, please contact hrtrainingcontacts@ucr.edu.

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

**January 20 – 21, 2022 | 9:00 a.m. – 3:00 p.m.**

Unconscious biases are how our brains compensate for overload which can inhibit performance and lead to poor decision-making. Franklin Covey's Unconscious Bias will teach you how to be aware of and address biases so you and your team can thrive, increasing performance and engagement. For information and to register for this 2-day course, please visit the UC Learning Center (UCLC).

## Highlander Mentor Connection

*2022 Application Deadline Extended to January 7, 2022*

The Highlander Mentor Connection (HMC) provides UCR staff with professional development through peer-to-peer mentorship. This program is open to all UCR staff, serving in the role of either a mentor or mentee. For more information, please visit the Highlander Mentor Connection webpage.

## Working Remote Resources

As work schedules will continue to include hybrid/remote options across the UCR campus in 2022, we want to help faculty and staff be prepared to be able to work in whatever hybrid/remote option is chosen.

Employee and Organizational Development (EOD) would like to invite you to learn about remote work learning resources available to UCR faculty and staff. For more information, please visit the Employee and Organizational Development webpage.

## Featured Training

### Delegation Skills Webinar

**Tuesday, January 25, 2022 | 8:00 a.m. – 12:00 p.m.**

In the Delegation Skills webinar, you will learn how to delegate effectively and will be provided with exercises and assessments to help you evaluate your current skills, easily identify the problems, and quickly find solutions. You will discover how to develop your employees' potential while getting the job done. To participate in the Delegation skills webinar, register at UC Learning Center (UCLC).

### Team Dynamics

**Tuesday January 18, 2022 | 10:30 a.m. – 12:00 p.m.**

Many behavioral psychologists have researched the theory that people's behavior can be roughly classified in four groups; represented as quadrants. This course will help you understand the four dominant personality styles: Driver, Expressor, Amiable and Analytical. Each quadrant represents the behavioral styles of people in that group. By recognizing our dominant style and developing the ability to identify traits in others, we can change our behaviors to interact with a wide variety of personalities and tendencies.

During the course, participants can learn about group dynamics in general, understand their strengths and weaknesses, and harness their efforts towards team goals. Participants will also discuss the different development stages a group goes through to reach success. To register for this course, please visit the UC Learning Center (UCLC).

## Upcoming Programs and Classes

### EOD Programs, Courses and Classes

| Course Title/Descriptions | Date | Cost | Registration Link |
|---|---|---|---|
| **Franklin Covey's Unconscious Bias: Understanding Bias to Unleash Potential – Adobe Connect**<br>Learn how to be aware of and address biases so you and your team can thrive, increasing performance and engagement.<br>**Registration Deadline: 1/13/22** | 1/20 – 21/22 | $193 | Register |
| **Delegation Skills Webinar**<br>Learn how to delegate effectively. You will be provided with exercises and assessments to help you evaluate your current skills, easily identify the problems, and quickly find solutions.<br>**Registration Deadline: 1/22/22** | 1/25/22 | None | Register |
| **Franklin Covey's Leading at the Speed of Trust – Adobe Connect**<br>Building Trust, Behaviors of Trust.<br>**Registration Deadline: 1/14/22** | 2/02-04/22 | $193 | Register |
| **Successfully Supervising Students**<br>Learn how to schedule, give effective feedback, and create a student-friendly department. | 2/22/22 | None | Register |

## 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 Topic | Date | Time | Campus Coordinator | Registration Link |
|---|---|---|---|---|
| **The Art of Patience** | 1/20/22 | 1-2:00 p.m. | Lela Dennis | Register |
| **Being Part of a Multigenerational Team** | 2/10/22 | 1-2:00 p.m. | Lela Dennis | Register |
| **Bringing Out the Best in Others** | 2/24/22 | 1-2:00 p.m. | Lela Dennis | Register |

## ComPsych – Faculty & Staff Assistance Program (FSAP) Orientation Videos

| Workshop Topic | Date | Time | Campus Coordinator | Registration Link |
|---|---|---|---|---|
| **Faculty Staff Assistance Program (FSAP) Orientation** | 3/15/22 | 11:00 a.m.-12:00 p.m. | Lela Dennis | Register |
| **Faculty Staff Assistance Program (FSAP) Manager/Supervisor Orientation** | 3/16/22 | 11:00 a.m.-12:00 p.m. | Lela Dennis | Register |

If you missed any of the FSAP Orientations, be sure to click on either of the following links to view the orientation videos in the UC Learning Center (UCLC):

- FSAP Orientation
- FSAP Manager/Supervisor Orientation

## News

## UC Learning Center Corner
New eCourses are now available in the UC Learning Center (UCLC).

### UC Moving Beyond Bias Series

Moving Beyond Bias is a 5-module online series on Implicit Bias designed specifically for California State University and University of California employees. To participate in the series, please visit the UC Learning Center (UCLC).

### Maintaining Professional Boundaries in Healthcare Settings

In this self-directed eCourse, you will be provided with an overview of maintaining professional boundaries in healthcare organizations. Topics include: establishing professional boundaries, understanding boundary violations, building better boundaries, creating a culture of safety, and responding to red flags and boundary violations. To participate, please visit the UC Learning Center (UCLC).

### Restricted Party Screening (RPS)

In this self-directed eCourse, you will receive an overview of the importance and requirements of restricted party screening. Topics include: overview (define restricted party screening, understand the importance), responsibilities (identify risks, recognize who is responsible for RPS), requirements (follow RPS requirements, use RPS tools, and escalate, as necessary), and location resources. To participate, please visit the UC Learning Center (UCLC).

### Frequently Asked Questions

Visit the FAQ page of the UC Learning Center learning management system website for answers to

common questions such as:

- [I am a supervisor and need to update my listed direct reports](#)

- [I am not able to complete this eCourse, what can I do?](#)

### UCLC Access

Do you have questions about access for newly hired employees and [contingent workers](#) (e.g., temporary employees, volunteers, interns, etc.)? For answers, please visit the [UCLC Access webpage](#).

## Working Remotely / Return to Campus – Helpful Links

Working in a hybrid environment:

- [Return to Campus](#)
- [Daily Wellness Check Survey](#)
- [Face Covering Policy](#)
- [Return-to-Work Parking Information](#)
- [Remote Work /Telecommuting Agreement](#)
- [Coronavirus (COVID-19)](#)

## Coronavirus (COVID-19) – HR Information and Resources

For the latest information regarding the Coronavirus (COVID19), LinkedIn Learning topics:

- [What's Next – Reinventing Work in the New Normal](#)
- [Change Management Foundations](#)
    - [Managing Organizational Change for Managers](#)
- [Change Management Tips for Individuals](#)
- [Improve Your Hybrid Workforce Skills](#)
    - [Supporting Your Team as Offices Reopen](#)

## Campus Spotlight

### LEAD R'Ship Series – Team Building with Brittany Fraser
**Tuesday, January 11, 2022 | 11:00 a.m. – 12:00 p.m.**

Participate in the January LEAD R'Ship Series to learn from UC Riverside leaders on various topics. This month, LEAD Vice Chair, Brittany Fraser will talk about Team Building. To participate in the workshop, please register at the [Series registration webpage](#).

### Staff Assembly – Lunch 'N' Learn: Excel Tips, Tricks and Pivot Tables

**Wednesday, January 19, 2022 | 12:00 – 1:00 p.m.**

Hosted by CFAO, Cindy Williams, and Budget Operations Manager, Katrice Calloway. To participate in the Lunch 'N' Learn, please register at the [workshop registration webpage](#).

**Need training now? Visit LinkedIn Learning, via R'Space,
and take advantage of curated collections.**

*[Get to Know the Employee and Organizational Development (EOD) Team.](#)*

*[Personnel Policies for Staff Members (PPSM 50) – Professional Development.](#)*

*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.