

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

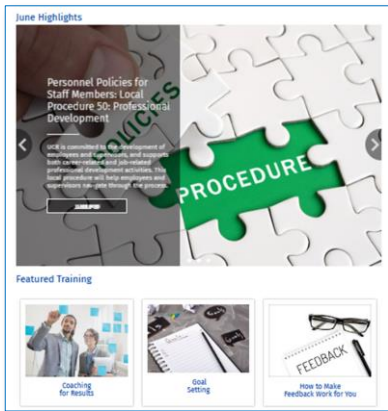
July 2021



**Building Core Supervisory Competencies
2021-22 – Call for Applications**

The Building Core Supervisory Competencies Program (BCSC) is now accepting applications for the Fall 2021 program. BCSC is best suited for those with 2-5 years of supervisory experience and focuses on helping you develop a broad range of skills and competencies that can enhance their performance as a leader/supervisor. An application is required for consideration and are due on **Friday, August 13, 2021**. For information on

participant requirements, program fee and more, please view [Call for Applications – Building Core Supervisory Competencies Program](#).



**Come Visit and Explore the Online Professional
Development Monthly!**

The Professional Development Monthly (PDM) provides an opportunity for professional development with a focus on topics that will help you build your skills each month. On the PDM webpage, you will find the most up-to-date information about featured training, lists of programs, classes, online learning, training news, campus spotlight on workshops and see past issues of the PDM. Come visit and explore what's new on the [Professional Development Monthly webpage](#).



**Personnel Policies for Staff Members:
Local Procedure 50: Professional Development**

The University of California, Riverside (UCR) is committed to the development of employees and supervisors. UCR supports both career-related and job-related professional development activities. It is expected that employees and supervisors meet at mutually agreeable intervals to discuss professional and developmental issues.

This local procedure will help employees and supervisors navigate through the process, including the following topics:

- Guidelines for Time Spent in Professional Development
- Compensatory Time
- University In-Service Training and Development Opportunities

[Local Procedure 50: Professional Development](#) will help employees and supervisors navigate through the process.

Featured Training

Team Dynamics

Thursday, July 29, 2021 | 10:30 a.m. – 12:00 p.m.

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. Register for Team Dynamics in the [UC Learning Center](#).

Managing in the Modern Workplace

Tuesday, July 27, 2021 | 10:00 a.m. – 12:00 p.m.

With the modern workplace landscape changing, managers and supervisors need to learn how to adapt their supervision to remote/hybrid teams. There are many potential benefits and challenges to supervising remote employees. Within this course, participants will learn how to question their workplace paradigms, overcome the common obstacles to hybrid teams, and increase employee engagement. This course will address issues such as managing remote/hybrid teams, setting expectations and coaching employees. Participants will be able to:

- Identify workplace paradigms
- Apply a framework for engaging employees
- Effectively identify and communicate job expectations
- Provide coaching conversations to employees

To register for this course, be on the lookout for the upcoming registration link in the [Professional Development Monthly webpage](#).

Enterprise Accountability Online

UCR continues to develop and deploy software, systems, and applications that have increasingly become "core" campus tools that enable the University to fulfill its mission of instruction, research and public service. This course on Enterprise Accountability and the relevant policies, applies to all UCR financial and UCR non-financial systems and applications, and forms the foundation for their effective use.

Topics Covered: UCR Financial Systems Policies and UCR Non-Financial Systems Policies

[Complete Enterprise Accountability Online in the UC Learning Center](#).

Purchasing: SAA for eBuy

This module provides instructions to System Access Administrators (SAAs) regarding the unique mechanisms for establishing eBuy roles and capabilities in the Enterprise Access Control System (EACS).

Topics Covered: Assigning eBuy roles, granting ability for Transactors to submit requisitions, and granting and tailoring Transactor's eBuy agreement access.

[Complete Purchasing: SAA for eBuy in the UC Learning Center.](#)

SAA EACS Training

This online tutorial introduces users to the System Access Administrator (SAA) role, accountability structure concepts, granting and removing roles and application authorizations, and the Enterprise Access Control System (EACS).

Topics Covered: UCR accountability structure, granting and removing roles and EACS

[Complete SAA EACS Training in the UC Learning Center.](#)

Upcoming Programs and Classes

EOD Programs, Courses and Classes

Course Title/Descriptions	Date	Cost	Registration Link
Franklin Covey's 7 Habits of Highly Effective People – LiveClicks Achieve greater productivity, improved communication, strengthened relationships, increased influence and laser-like focus on critical priorities. Note: Registration deadline – 7/02/21	7/13-15/21	\$158	Register
Team Dynamics During the course participants can learn about group dynamics in general.	7/29/21	None	Register
Franklin Covey's Leading at the Speed of Trust – LiveClicks Building Trust, Behaviors of Trust. Note: Registration deadline – 7/25/21	8/10-12/21	\$158	Register
Eliminating Harassment, Intimidation and Bullying (HIB) Topics include: Defining HIB, tools and techniques to handle inappropriate behaviors and resources to minimize HIB.	8/19/21	None	Register
Franklin Covey's 6 Critical Practices for Leading a Team – LiveClicks Leadership effectiveness at the individual, team and organizational levels. Note: Registration deadline – 8/16/21	8/24-26/21	\$161	Register
Coaching for Results	8/24/21	None	Register

Consistent coaching and feedback allows you to connect with employees and increase their productivity, job satisfaction and engagement.

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 Impact of Attitude on Work and Life	7/15/21	1–2:00 p.m.	Lela Dennis	Register
Secrets to Self-Motivation	8/19/21	1–2:00 p.m.	Lela Dennis	Register

ComPsych – Faculty Staff Assistance Program (FSAP) Orientation Videos

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:

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

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

LinkedIn Learning on-Demand Courses

New World of Work

- [Managing Anxiety in the Workplace](#)
- [Cultivating Agility and Growth Mindset in the New World of Work](#)
- [Boosting Your Creativity in the New Normal](#)

Workplace Relationships

- [Communicating in Times of Change](#)
- [Leading Through Relationships](#)

News

UC Learning Center Upgrade – New Navigation Coming July 26!

The UC Learning Center learning management system is scheduled to be offline for an upgrade the weekend of July 23 – 25, 2021. After the system is back online, there will be significant changes to the menus and navigation, which will include: a new sidebar control panel, always available search field, and a quick find option to more easily navigate menus. The week prior to the upgrade, the online user guides will be updated – [Learner Guide](#), [Manager Guide](#) and [Instructor Guide](#). Watch for additional announcements on the UC Learning Center site.

UCR College to Career Program

The HR Talent Acquisition and Diversity Outreach team (TA) created the College to Career program as an outreach to UCR undergraduates and graduates as a means to create awareness of career opportunities on the UCR campus upon graduation. Through their long-standing relationships with campus organizations, TA can create partnership opportunities to assist students in starting their careers at UCR.

In addition to creating awareness of career opportunities at UCR, the College to Career Program will provide assistance with ongoing career workshops scheduled throughout the year. These workshops promote the understanding of the following skills:

- Skill-building exercises in interviewing and resume writing
- Understanding how to navigate the UCR application process
- Learning the proper etiquette during the job search process
- Developing skills in marketing, communications and leadership

Furthermore, the College to Career Program will help departments engage speakers for networking events and promote internship opportunities within UCR.

For more information about the College to Career Program, including helpful resources, workshop details and registration, and important contacts; please visit the [College to Career Program webpage](#).

Coronavirus (COVID-19) – HR Information and Resources

For the latest information regarding the Coronavirus (COVID19), please visit [HR Coronavirus - COVID-19 Information and Resources](#).

Campus Spotlight

R'LEAD – Leaders of Excellence and Distinction Certificate Program 2021 – 2022

Accepting applications now through **August 20, 2021**.

For more information, please visit: <https://lead.ucr.edu/certificate-program>

On the Horizon

This August, all UCR employees will have access to a people-focused Organizational Change Management Toolkit. The toolkit will highlight best practices and tips for helping leaders and employees transition back to campus applying the ADKAR (Awareness, Desire, Knowledge, Ability and Reinforcement) model.

Mental Health Trainings

Learn how to help emotionally distressed students get the support they need through The Well – Mental Health Training. To view the training, visit [The Well – Mental Health Training webpage](#).

Environmental Health & Safety – Safety Training

Environmental Health & Safety's (EH&S) education and training program is a valuable tool in developing awareness of safety, health responsibilities and accident prevention. Everyone needs training at one time or another. Safety education and training is most effective when immediately incorporated into standard operating procedures, workplace practices and individual job performance requirements. To view the safety training, please visit the [EH&S Safety Training webpage](#).

Staff Assembly's Lunch & Learn Sessions

If you were unable to attend one of Staff Assembly's Lunch & Learn sessions, you can watch the recordings listed in a [Bundle](#) in the [UC Learning Center](#).



LEARNING

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

[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.