UC RIVERSIDE
Human Resources
Employee and Organizational Development

PROFESSIONAL DEVELOPMENT *MONTHLY*

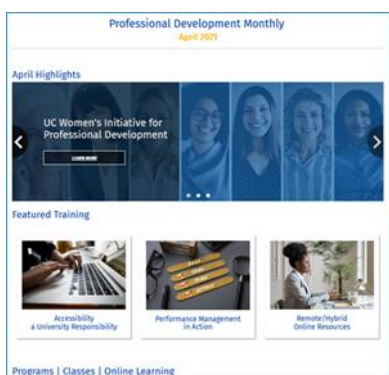**A** CHIEVING RESULTS   **B** UILDING RELATIONSHIPS   **C** REATING THE FUTURE

June 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 to 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 visit the Building Core Supervisory Competencies Program webpage.

Professional Development Monthly – Check Out Our Redesigned Site!

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 this newly redesigned 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.

Goal Setting / Individual Development Plan 2021-2022

Setting goals is an essential part of being an effective leader and employee. Effective goals motivate and inspire, increase success rates, allow an action plan focus and reduces frustration. The Goal Setting workshop discusses an effective goal-setting process and how it helps us understand where we are currently, choose where we want to go, and assesses the best steps to take to reach our outcome goals. To view the Individual Development Plan (IDP), visit the Education & Development Forms 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. Local Procedure 50: Professional Development will help employees and supervisors navigate through the process.

Guidelines for Time Spent in Professional Development: The amount of time spent on professional development programs will vary with the individual employee. The amount of leave to be granted depends upon the specific developmental activity. As a guideline, exempt employees may be granted 10 workdays of approved paid release time annually, and non-exempt employees may be granted 80 hours of approved paid release time annually.

Compensatory Time: Time spent by an employee on the employee's own initiative to take any development program is not counted as "hours worked" even if the program is position related. However, if the employee is required to take a development program, then program hours must be counted as "hours worked" for Fair Labor Standards Act purposes.

University In-Service Training and Development Opportunities: The Human Resources Employee Organizational Development (EOD) department offers courses and programs designed to meet the diverse knowledge and skill or competency needs of UCR employees during work time. As a general policy, such courses and programs are considered as actual hours of work.

Featured Training

Goal Setting

Many organizations struggle to foster and maintain an organizational-wide goal alignment. By successfully linking individuals' goals to an organization's strategy, organizations ensure their priorities are a primary focus and employees prioritize their work based on the goals of the business unit. Setting goals is an essential part of being an effective leader and employee.

Register for Goal Setting in the UC Learning Center.

Coaching for Results

Consistent coaching and feedback allow you to connect with employees and increase their productivity, job satisfaction and engagement. Effective feedback and coaching by leaders will help the organization achieve its goals and priorities. Discover how to empower your team members by holding a coaching mindset while giving effective feedback and using active listening techniques.

Register for Coaching for Results in the UC Learning Center.

How to Make Feedback Work for You

This course is geared towards non-manager and non-supervisors. We all listen, we do it every day; but how good are we at it? Do we listen to reply or to understand? Do we listen with awareness? How can we encompass the art of listening in our everyday lives? The better we listen, the better we can receive and give feedback to better our performance.

Register for How to Make Feedback Work for You in the UC Learning Center.

Goal Setting – LinkedIn Learning Content Collection

- Goal Setting Collection

ProCard Training and Assessment

The ProCard Training and Assessment module provides six lessons regarding the guidelines and processes of the UCR Procurement Card. This course is an annual requirement for ProCard cardholders, reviewers, Department Card Administrators and Financial Officers whose departments/organizations use a ProCard.

Topics Covered: Benefits of using the Procard, appropriate uses for ProCard, activating and maintaining a ProCard account.

Complete ProCard Training and Assessment in the UC Learning Center.

Purchasing: Obtaining Goods and Services at UCR

The Purchasing: Obtaining Goods and Services module provides a quick look at how and where UCR employees can obtain the materials and services they need. This module also includes information about the various roles and functions of eBuy, which is UCR's primary purchasing system.

Topics Covered: Appropriate methods for obtaining good and services, how to access campus sources and purchasing systems, introduction to eBuy.

Complete Purchasing: Obtaining Goods and Services at UCR in the UC Learning Center.

Introduction to the Full Accounting Unit (FAU) Online

The Introduction to the Full Accounting Unit (FAU) Online course is designed to introduce participants to UCR's Full Accounting Unit (FAU) and Account structure. By completing this online course, you will gain an understanding of how the FAU is used to record, control and summarize financial data.

Topics Covered: Interpreting FAU's using the Golden Trees, UCR Financial System reports.

Complete Introduction to the Full Accounting Unit (FAU) Online in the UC Learning Center.

Upcoming Programs and Classes

EOD Programs, Courses and Classes

Course Title/Descriptions	Date	Cost	Registration Link
Eliminating Harassment, Intimidation and Bullying (HIB) Topics include: Defining HIB, tools and techniques to handle inappropriate behaviors and resources to minimize HIB.	6/07/21	None	Register

Coaching for Results Discover how to empower your team members by holding a coaching mindset while giving effective feedback and using active listening techniques.	6/14/21	None	Register
Goal Setting Setting goals is an essential part of being an effective leader and employee.	6/15/21	None	Register
How to Make Feedback Work for You This class is geared towards non-manager and non-supervisors.	6/22/21	None	Register
Difficult Conversations Being able to have difficult conversations with staff is an essential part of being an effective leader and employee.	6/29/21	None	Register
Delegation Skills – Webinar Exercises and assessments help you evaluate your current skills, easily identify the problems and quickly find solutions.	7/07/21	None	Register
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 – 6/29/21**	7/13-15/21	$158	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
Reinventing Yourself This session looks at getting started with self-reflection and planning, self-improvement techniques and more.	6/17/21	1–2:00 p.m.	Lela Dennis	Register
The Impact of Attitude on Work and Life This workshop will help participants explore how attitude can change their life and will provide them with opportunities to develop a more positive mindset.	7/15/21	1–2:00 p.m.	Lela Dennis	Register

ComPysch – 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

Team Culture While Remote

- Unlock Your Team's Creativity
- Motivating and Engaging Employees
- Humble Leadership: The Power of Relationships, Openness, and Trust

Virtual Team building

- Building Your Team
- Communicating in Times of Change
- Coaching and Developing Employees

News

Recognizing and Responding to Distressed Students

UCR Staff Assembly invites you to participate in a 90-minute training where we will 1) Review symptoms of distress; 2) Recognize distressed and disruptive behaviors and appropriate responses; 3) Learn about UCR and other resources that can help both the student-in-need and you; 4) Participate in an interactive learning experience.

June 2, 2021 | 10:00 – 11:30 a.m.

- Workshop Registration

June 3, 2021 | 2:00 – 3:00 p.m.

- Workshop Registration

Coronavirus (COVID-19) – HR Information and Resources

For the latest information regarding the Coronavirus (COVID-19), visit the HR Coronavirus - COVID-19 – Information and Resources.

UCR Staff Conference 2021 – Recordings Available

Staff Assembly, LEAD and Employee and Organizational Development are pleased to invite you to watch recorded presentations from the first ever virtual UCR Staff Conference. The event featured extensive talks on networking, emotional intelligence, public speaking and conflict management. The conference included a track focused on leadership development, featured two keynote speakers and explored development resources for UCR employees.

Watch some or all available sessions in the UC Learning Center:

- Leadership Track: Watch the two keynote speakers plus all six leadership sessions.
- Basic Track: Watch the two keynote speakers plus any five basic sessions.

Make LMS Access for Volunteers and Contingent Workers Part of Onboarding

Ensuring Volunteers and Contingent Workers (CWR) can access the UC Learning Center Learning Management System (LMS) is vital for accurate training compliance records. For CWRs to access the LMS, hiring departments may need to take additional steps during onboarding, depending on the CWR's student status, Social Security Number (SSN) status, and employment history.

Download the latest UC Learning Center LMS Access Matrix for Departments and find detailed information on the Access section of the LMS support website.

Campus Spotlight

Follow R'LEAD Meeting – Come Meet the 2021-2022 Executive Board

June 8, 20201 | 11:00 a.m. – 12:30 p.m.

Speaker: Gerry Bomotti

RSVP: Follow R'LEAD Meeting

To Boldly Go: A Conversation on Being Black in Higher Education with Kurt L. Schmoke – Recording Available

UCR's Black Faculty and Staff Association hosted a conversation with Kurt L. Schmoke, current President of the University of Baltimore and former Mayor of Baltimore. President Schmoke spoke on the experience of being Black in the Higher Education environment. President Schmoke also addressed questions presented by the audience.

The event took which place on May 12, 2021, was moderated by Dr. Deborah Deas, Vice Chancellor for Health Sciences and Dean of the UCR School of Medicine, and included an introduction from Dennis McIver, 2020-21 President of UCR Staff Assembly and Immediate Past Chair of BFASA.

Watch A Conversation on Being Black in Higher Education with Kurt L. Schmoke in the UC Learning Center.

Watch the full To Boldly Go series in the UC Learning Center.

New Online Safety Courses Available in Spanish

Provided by the UC Risk & Safety Training team from their SkillSoft library, new online courses are available in the UC Learning Center:

- Protección de la espalda y prevención de lesiones (Back Safety & Injury Prevention)
- Prevención de enfermedades por calor: Cal/OSHA (Heat Illness Prevention)
- Prevención de enfermedades por calor para supervisores: Cal/OSHA (Heat Illness Prevention for Supervisors)

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. Newly added recordings include:

Staff Assembly Lunch & Learn: Photo Hacks

Topics included: Edit & crop photos, tips on taking good photos, Adobe Lightroom and tools to sharpen your images.

Watch Photo Hacks in the UC Learning Center.

Staff Assembly Lunch & Learn: How Can UCRFS Totals Make Your Life Easier

Topics covered included: UCR Financial System (UCRFS), BEA transfers, SuperDOPE and Running queries.

Watch How Can UCRFS Totals Make Your Life Easier.

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.