



PROFESSIONAL DEVELOPMENT MONTHLY

ACHIEVING RESULTS **B**UILDING RELATIONSHIPS **C**REATING THE FUTURE

March 2022

Headline News

[2021-2022 Performance Management Process](#)

Over the last several years, UCR has been completely revising the performance management process which begins on March 1 and ends on March 31, 2022. These revisions include updating and redefining rating categories and factors, and revising definitions for better understanding. As in recent years, the 2021-2022 process aligns the performance management process with a merit-based pay program for non-represented staff members. For more information about the 2021-2022 Performance Management Process, please visit the [UCR Performance Management webpage](#).

[Feeling Stuck? Practical Ways to Get Yourself Going Again](#)

Thursday, March 17, 2022 | 1:00 – 2:00 p.m.

If you are struggling with challenges and uncertainty about your personal or professional life, and you're not sure what to do next, this session is for you. We will discuss some simple but powerful questions to ask yourself to help you get "unstuck." The benefits of asking each question will be discussed and participants will have an opportunity to try responding to all of them. For more information, visit the [HR Events webpage](#).

[2022 UCR Staff Conference](#)

Tuesday, March 22 & Wednesday, March 23, 2022

The [UCR Staff Conference](#) is a two-day event and will include three official tracks on workplace culture, leadership and personal branding. The 2022 keynote is [Shoja Richards](#), who will speak about how to build and sustain workplace cultures of joyful peak performance. To attend the conference, you are required to register at the [Staff Assembly Conference registration webpage](#).

[Mission: Possible 7 Kickoff](#)

Tuesday, March 22, 2022 | 12:45 p.m.

Your mission, should you choose to accept it, is to participate in a team of four (4) to complete "confidential" missions. Each week during the program—March 27 – May 27, 2022—your wellness

commanders will send you a video transmission of that week's mission, including briefings on how to successfully accomplish each mission. Your assignments will focus on daily healthy habits such as nutrition, activity and stress management, and can be done on your own or with your team members. For more information, visit the [HR Events webpage](#).

Paws-to-Share Program

Wednesday, March 23, 2022 | 10:00 a.m. – 2:00 p.m. | HUB 302

Dogs can bring a smile and a sense of calmness to individuals dealing with stress, anxiety and loneliness. Studies have proven that pets have calming effects which can help boost positive mental and physical health benefits—having pets in the workplace fosters a healthy environment.

UCR faculty and staff will have the opportunity to spend 10 minutes with a dog (and handlers) from the [Paws to Share organization](#). Paws-to-Share brings the love of a pet to you! Don't miss out, space is limited so be sure to register today. For more information, visit the [HR Events webpage](#).

Self-Care Tips for Managers

Tuesday, March 29, 2022 | 1:00 – 2:00 p.m.

Stressful situations, whether from internal or external sources, are inevitable in organizations. For some managers, this may lead to overextending themselves with minimal time for self-care. This training offers tools to help managers cope with stress and thrive in their organizations. For more information, visit the [HR Events webpage](#).

Featured Training

Franklin Covey's The 4 Essential Roles of Leadership

March 15 – 17, 2022 | Registration Deadline: Wednesday, March 2, 2022

After extensive research the Franklin Covey team identified that the most effective leaders consistently live the 4 Essential Roles of Leadership as the foundational framework for their leadership success. That is, they inspire trust, create vision, execute strategy, and coach potential. By doing this, they engage their team to consistently help the organization achieve its most important results.

To learn more about this training and how to register, please visit the [Franklin Covey's The 4 Essential Roles of Leadership webpage](#).

Performance Appraisal Program

Working Successfully in The Modern Workplace

Tuesday, March 8, 2022 | 10:00 a.m. – 12:00 p.m.

The COVID-19 Pandemic has brought with it many challenges, including the challenge that employees now face to successfully work in a remote/hybrid team. With the modern workplace landscape changing, employees need to learn how to adapt to working in a remote/hybrid team. There are many potential benefits and challenges to working in a hybrid environment. In this course, participants will learn how to question their workplace paradigms, overcome the common obstacles to hybrid teams, and increase their employee engagement. To register for this course, visit the [UC Learning Center \(UCLC\)](#).

Goal Setting

Tuesday, March 29, 2022 | 10:00 a.m. – 12:00 p.m.

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 reduce frustration. An effective goal setting process 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 register for this course, visit the [UC Learning Center \(UCLC\)](#).

How to Make Feedback Work for You

Wednesday, March 30, 2022, 10:00 a.m. – 12:00 p.m.

The better we listen, the better we can receive and give feedback to better our performance. In this course you will learn about the different types of feedback, how to give, receive, and seek reinforcement and developmental feedback, and how to use active listening techniques to master effective communication. This course is geared towards non-managers and non-supervisors. To register for this course, visit the [UC](#)

Coaching for Results

Tuesday, April 5, 2022, 10:00 a.m. – 12:00 p.m.

Consistent coaching and feedback allow you to connect with employees and increase their productivity, job satisfaction and engagement. This course identifies the necessary traits and methods of a successful coach, including positive intent, timely feedback, and respectful candor. Lastly, the course addresses the importance of delivering feedback in a meaningful way, openly receiving feedback and then willingly using that feedback to make needed changes. To register for this course, please visit the [UC Learning Center \(UCLC\)](#).

Upcoming Programs and Classes

EOD Programs, Courses and Classes

Note: a late session admission, 30 minutes after the course has begun, will not be given course credit and may incur program/no-show fees.

Course Title/Descriptions	Date	Cost	Registration Link
Franklin Covey's The 4 Essential Roles of Leadership - Webinar The foundational framework for leadership success. Registration Deadline: 3/02/22	03/15-17/22	\$193	Register
Working Successfully in the Modern Workplace Participants will learn how to question their workplace paradigms, overcome the common obstacles to hybrid teams, and increase their engagement.	3/08/22	None	Register
Goal Setting Setting goals is an essential part of being an effective leader and employee.	3/29/22/22	None	Register
How to Make Feedback Work for You In this course you will learn about the different types of feedback, how to give, receive and seek reinforcement and developmental feedback, and how to use active listening techniques to master effective communication.	3/30/22	None	Register
Coaching for Results This course addresses the importance of delivering feedback in a meaningful way, openly receiving feedback and then willingly using that feedback to make needed changes.	4/05/22	None	Register

ComPsych – 2022 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
De-Escalating Potentially Violent Situations	3/10/22	1-2:00 p.m.	Lela Dennis	Register
How to Make a Habit of Success	3/24/22	1-2:00 p.m.	Lela Dennis	Register

Reinventing Yourself	4/14/22	1-2:00 p.m.	Lela Dennis	Register
Secrets to Self-Motivation	4/28/22	1-2:00 p.m.	Lela Dennis	Register
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](#)

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

News

UC Learning Center Corner

Log in at <https://uclearning.ucr.edu/>.

New eCourses Now Available in the UC Learning Center

Responsible Employee Refresher Training: This refresher training provides guidance on UC employees' Responsible Employee obligations as established by the UC Sexual Violence and Sexual Harassment Policy.

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. Topics include: Overview and the Science of Bias, Socialization and Prevalence of Bias, How Bias Affect Behavior, Opportunity, & Outcomes, Individual Level Strategies, Institutional Strategies.

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 not able to complete this eCourse; what can I do?](#)
- [I am a supervisor and need to update my listed direct reports?](#)

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](#).

Are You in Compliance?

In anticipation of the upcoming Performance Management season, we wanted to remind you to be sure to complete any mandatory training assigned to you. The following is a partial list of systemwide compliance and campus safety training assigned to employees of the University. Please note that required training may vary by organization, department, supervisor and individual job duties. Instructions and demonstration videos on reviewing [Required Training](#) may be found in our online Learner Guide.

To find a list of your outstanding training assignments, visit the updated Learner Dashboard in the [UC Learning Center \(UCLC\)](#).

Systemwide Compliance and Campus Safety Training

CANRA Mandated Reporter Training

- Required of mandated reporters every 2 years.

- [UC Office of Ethics, Compliance and Audit Services](#)
- [UCR Chief Compliance Office: Child Abuse and Neglect Reporting Act](#)

Clery Act Training for Campus Security Authorities

- Required Campus Security Authorities (CSAs) every 2 years.

- [UC Office of Ethics, Compliance and Audit Services](#)
- [UCR Chief Compliance Office: Clery Act Compliance](#)

COVID-19 Prevention

- Required of all employees, contingent workers (including volunteers) and campus affiliates.

- [EH&S: COVID-19 Training](#)

General Compliance Briefing: UC Ethical Values and Conduct

- Required of all employees who do not have to complete the UC Ethics and Compliance Briefing for Researchers.
- Currently, employees must complete this training once or as often as UCOP issues a new version.

- [UC Policy: Lab Safety Training](#)
- [EH&S: Research Safety](#)
- [EH&S: PI & Laboratory Supervisors](#)

Laboratory Safety Fundamentals

- Required of anyone working in/or who supervises others who work in a laboratory or technical area every 3 years.
- Fulfills Safety Orientation training.

- [UC Policy: Lab Safety Training](#)
- [EH&S: Research Safety](#)
- [EH&S: PI & Laboratory Supervisors](#)

Safety Orientation

- Required of all employees, contingent workers (including volunteers), and campus affiliates every 3 years.
- Can be fulfilled by Laboratory Safety Fundamentals.

- [EH&S: Safety Training](#)

UC Cyber Security Awareness Fundamentals

- Required of all employees, certain contingent workers, and campus affiliates on an annual basis.

- [Location Cyber-risk Responsible Executives](#)
- [UCR ITS: Be Cyber Smart](#)

UC Ethics and Compliance Briefing for Researchers

- Required of all UC researchers every 2 years.

- [UC Office of Ethics, Compliance and Audit Services](#)
- [UCR Office of Research Integrity](#)

UC Sexual Violence and Sexual Harassment Prevention Training

- **For supervisors and faculty:** Required of all faculty and supervisory employees (based on title codes per UCOP) every 2 years.
- **For staff:** Required of all non-supervisory employees, except those in graduate student title codes (as defined by UCOP) every 2 years.

- [UC Systemwide Title IX Office](#)
- [UCR Title IX, EEO and AA: Training](#)
- [UC Sexual Violence Prevention & Response](#)

COVID19 Resource Center

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](#).

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); review the following 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

Staff Assembly Professional Development Scholarship

These scholarships can be used to offset the costs of professional development programs such as conferences, continuing education classes and webinars. For more information about these scholarships and how to apply, visit the [Staff Assembly Scholarship website](#).

LEAD R' Board Award

Do you know an aspiring leader or an actively great leader? Someone who goes above and beyond their job and is constantly striving to do more and be more?

Nominate them to receive a [LEAD R' Board Award](#) which seeks to recognize and commemorate those who strive to be campus leaders.

- [Each winner will receive a plaque as well as be featured on our social media accounts.](#)
- **Submission Dates:** through March 11, 2022
- **Recognition Period:** December 1, 2021 – February 28, 2022

LEAD R' Ship Series

Wednesday, March 2, 2022 | 11:00 a.m.

The LEAD R' Ship Series will be discussing On-boarding with Wendy Williams-Clark. To attend this discussion, please register at the [Lead R' Series registration website](#).

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](#).*

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register in the [Hrtrainingnews listserv](#).*

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