



Professional Development Monthly – New Webpage!

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 and 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](#).



Performance Management / Review

Rating factors and rating categories were updated and redefined to more clearly reflect the high quality of work performed by UC Riverside employees. As in recent years, the 2020-21 process aligns the performance management process with the merit-based pay program for non-represented staff employees.

For more information about this annual review, which occurs at the end of the performance year, please visit the [Performance Management webpage](#).



Goal Setting / Individual Development Plan (IDP) 2020-21

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. 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 IDP, visit the [Education & Development Forms webpage](#).



People Management Certificate

The UC Systemwide People Management Series and Certificate is a program for all People Managers and aspiring managers. To support the Performance Management/Review process, the following are some of the courses from the People Management Certificate program:

- Performance Management Overview
- Setting Expectations & Individual Performance Goals
- Giving and Receiving Feedback
- Conducting Performance Appraisals

For more information, please visit the [People Management Certificate webpage](#).



Transferable Skills Library

UCR's HR Employee and Organizational Development team developed a Transferable Skills Library (TSL) to provide employees an opportunity to become more effective in their current roles or develop the skills needed for a future role on campus. The TSL features the most popular on-demand courses from LinkedIn. Visit the [Transferable Skills Library webpage](#) for details.

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](#)

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](#)

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](#)

[Performance Management – LinkedIn Learning Content Collection](#)

Performance reviews are around the corner. To help you prepare to set goals, communicate with your supervisor, and receive feedback in a constructive way; EOD has created a content collection in LinkedIn Learning – [Let's Talk: Preparing for Your Performance Review](#).

Join our UCR Ombudsman, Andrew Larratt-Smith for two special 90-minute sessions.

Conflict Engagement

May 19, 2021 | 10:00 – 11:30 a.m.

This course explores how to engage with and navigate conflict in a workplace environment. We discuss the nature of conflict, different conflict modes and resources you can use to engage in healthy conflict.

[Register](#)

Toxic Leadership

May 25, 2021 | 10:00 – 11:30 a.m.

Dealing with toxic leadership can be brutal. This course provides practical tools for coping in an environment with a toxic leader. We will explore various types of toxic leadership, methods for responding and available resources you can utilize.

[Register](#)

Be on the lookout for more classes in August and September 2021.

Remote/Hybrid Online Resources

Documents

[I'm worried a remote direct report isn't actually working](#)

[Navigating Home Life](#)

Videos

[Managing Virtual Teams](#)

[Resilience](#)

[Virtual Teamwork](#)

[Working on Teams](#)

[Working on Teams – For Managers](#)

eCourses

[Becoming a Successful Collaborator](#)

[Contributing as a Virtual Team Member](#)

[Establishing Effective Virtual Teams](#)

[Exploring Virtual Collaboration](#)

[Facing Virtual Team Challenges](#)

[Forging Ahead with Perseverance and Resilience](#)

[Organizations Change So Get Ready](#)

[Organize Your Physical and Digital Workspace](#)

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	5/3/21 & 6/7/21	None	Register
Successfully Supervising Students Learning how to schedule, give effective feedback and create a student-friendly department.	5/4/21	None	Register
Goal Setting Setting goals is an essential part of being an effective leader and employee.	5/4, 5/17, 6/1 & 6/15/21	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	5/10 & 6/14/21	None	Register
How to Make Feedback Work for You This class is geared towards non-manager and non-supervisors.	6/22/21	None	Register
Franklin Covey's The 4 Essential Roles of Leadership – LiveClicks Inspire Trust, Create Vision, Execute Strategy and Coach Potential	5/18/21	\$161	Register
Conflict Engagement This course explores how to engage with and navigate conflict in a workplace environment. There is also a discussion on the nature of conflict, different conflict modes and resources you can use to engage in healthy conflict.	5/19/21	None	Register
Toxic Leadership This course provides practical tools for coping in an environment with a toxic leader. We will explore various types of toxic leadership, methods for responding, and available resources you can utilize.	5/25/21	None	Register
Difficult Conversations Being able to have difficult conversations with staff is an essential part of being an effective leader and employee.	5/25 & 6/29/21	None	Register

Franklin Covey's 6 Critical Practices for Leading a Team – LiveClicks

Leadership Effectiveness at the Individual, Team and Organizational Levels

6/9-11/21

\$161

[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
Overcoming Your Distorted Negative Thinking	5/13/21	1–2:00 p.m.	Lela Dennis	Register
Where are You Going? Goal Setting for Personal and Professional Success	5/20/21	1–2:00 p.m.	Lela Dennis	Register
Reinventing Yourself	6/17/21	1–2:00 p.m.	Lela Dennis	Register

ComPsych – Faculty Staff Assistance Program (FSAP) Orientation Videos

If you missed any of the FSAP Orientations, click below 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 Courses Tailored for Today's Unique Working Environment

[Collaborative Leadership](#)

[Confronting Bias: Thriving Across Our Differences](#)

[Avoiding Burnout in the New World of Work](#)

Evergreen Courses Addressing Challenges in Today's Working Environment

[Developing Adaptability as a Manager](#)

[Leading Virtual Meetings](#)

News

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 UCR Staff Conference.

Offered on March 23 – 24, 2021, the free two-day virtual conference featured extensive talks on topics including networking, emotional intelligence, public speaking and conflict management. In addition, the conference included a track focused on leadership development. The event featured two keynote speakers and explored resources for UCR employees including LinkedIn Learning and My UC Career.

Watch any or all available sessions:

[Leadership Track](#)

Watch the two keynote speakers plus all six leadership sessions to complete the [Leadership Track](#) in the UC Learning Center.

[Basic Track](#)

Watch the two keynote speakers plus any five basic sessions to complete the [Basic Track](#) in the UC Learning Center.

LMS Access for Volunteers and Contingent Workers (CWR)

Ensuring [Volunteers and Contingent Workers \(CWR\)](#) can access the [UC Learning Center Learning Management System \(LMS\)](#) is vital for accurate training compliance records.

In order 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.

For CWRs with no prior employment history or no SSN in UCPath who are:

- **Not a UCR Student:** The hiring department will need to ensure that the Employee ID from UCPath is entered into the CWR record in the Enterprise Directory. This may require a ServiceLink ticket to ITS.
- **A UCR Student:** The hiring department will need to open a ServiceLink ticket to ask ITS to update LDAP and include the CWR's Student ID and Employee ID. (Category: Identity Management, Subcategory: LDAP)

Download the latest [UC Learning Center LMS Access Matrix for Departments](#) and find detailed information on the [Volunteer & Visitor Access](#) section of the LMS support website.

LMS Learning Coordinators – great for those in training and compliance roles

Interested in being able to directly report on training compliance and manage training registrations for an entire department, division, or organization? Then the Learning Coordinator role in the UC Learning Center Learning Management System might be right for you. Learning Coordinators can perform the following tasks for their organization(s):

- Register others for learning activities and cancel registrations
- Review the compliance status of assigned activities
- Access attendance and required training status reports in advanced reporting

To become a Learning Coordinator, you will need to have current certification in the following training through the UC Learning Center:

- [FERPA: How to Protect Student Records](#)
-

- [Enterprise Accountability Online](#)

Once this training is completed, please send an email to ucrllearning@ucr.edu, copy your supervisor on the request (as proof of approval from your organization), and provide a list of the ORG, DIV, or DEPT codes and names which you need to access.

Supervisors & the UC Learning Center

The first step is to ensure that UCPATH is accurate.

Supervisors and managers, if you are not seeing your expected direct-reports in the UC Learning Center, please review the information available from the LMS help site FAQ: [I am a supervisor and need to update my listed direct-reports](#). The supervisor to direct-report relationship is established in the UCPATH payroll system then pushed to the UC Learning Center.

Safari & Online Courses in the UC Learning Center

Information Technology Services (ITS) recently noted an increase of issues with the Safari web browser, particularly around form buttons, rendering layers, and interactive elements. We currently recommend the use of either the Firefox or Chrome browsers when accessing the UC Learning Center. Please check the LMS help site for the latest browser compatibility information: <https://ucrllearninghelp.ucr.edu/>.

Campus Spotlight

BFASA: To Boldly Go with Kurt Schmoke, President of the University of Baltimore

Wednesday, May 12, 2021 | 2:00 p.m.

To close its *To Boldly Go* speaker series for the 2020-21 Year, UCR's Black Faculty and Staff Association is pleased to welcome Kurt Schmoke, President of the University of Baltimore and former Mayor of Baltimore. The discussion will allow President Schmoke to speak on his experiences of being Black in Higher Education, beginning at Yale University and culminating at the University of Baltimore.

The conversation will be facilitated by Dr. Deborah Deas, UCR Vice Chancellor for Health Sciences, and the Mark and Pam Rubin Dean of the UCR School of Medicine.

[Register via Zoom](#)

To watch recordings from previous BFASA speakers, please visit the [UC Learning Center](#).

LEAD R'Ship Series

May 11, 2021 | 11:00 a.m. – 12:00 p.m.

Productivity: Managing Your Energy with Sharlene Bucasas

RSVP: [Workshop Registration](#)

Follow R'LEAD Meeting

June, 8, 2021 | 11:00 a.m. – 12:30 p.m.

Speaker: Gerry Bomotti

Register: [Workshop Registration](#)



2021 Staff Assembly Virtual 5K

Staff Assembly's Virtual 5K is here! Your \$25 registration includes a UCR Scotty bear dri-fit shirt and limited-edition collector's medal. Proceeds benefit UCR staff. Any kind of exercise qualifies, and everyone is invited to participate. Learn more and sign up through May 7 at [Virtual 5k](#).

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 in the [UC Learning Center](#)



LEARNING

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.