UC RIVERSIDE
Human Resources
Employee and Organizational Development

PROFESSIONAL DEVELOPMENT MONTHLY

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

November/December 2021

UNIVERSITY OF CALIFORNIA
It's Time for Open Enrollment
Open Enrollment
October 28 – November 19, 2021

2022 UCR Benefits Open Enrollment Has Begun

Open Enrollment is your annual opportunity to learn about what's new and what has changed to the UC health plan benefits. As in previous years, UC will continue to offer a broad array of high-quality benefits for faculty and staff.

To help you make the best benefits enrollment decisions for you and your household family members, the HR Benefits team will be hosting events and information including a Virtual Benefits Fair and a Virtual Open Enrollment Help Desk. For more information, please visit the UCR Benefits Open Enrollment webpages.

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 course, please visit the UC Learning Center (UCLC).

Working Successfully in the Modern Workplace

Tuesday, December 7, 2021 | 10:30 a.m. – 12:00 p.m.

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. Within this course, participants will learn how to question their workplace paradigms, overcome the common obstacles to hybrid teams, and increase their

engagement. To register to attend this course, please visit the UC Learning Center (UCLC).

Transferrable Skills Library – New Resources Available

The Transferable Skills Library (TSL) features courses and resources based on 20 job standard skillsets categorized by UCR's Core Competency Behavioral Anchors. As the TSL expands, you will have access to skill-related articles, e-Courses, videos and additional resources. The TSL now includes 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. For information, visit the Transferable Skills webpage.

Featured Training

UC Ethics and Compliance Briefing for Researchers

The recently launched UC Ethics and Compliance Briefing for Researchers eCourse is intended for all extramurally funded University researchers, including faculty, staff, and postdoctoral scholar researchers. This course provides a summary of what is expected of researchers at the University and the various obligations this role entails, and is required to be completed every two years. The course replaces the COIR or Conflict of Interest for Researchers training; now available in the UC Learning Center (UCLC).

Upcoming Programs and Classes

EOD Programs, Courses and Classes

Course Title/Descriptions	Date	Cost	Registration Link
Franklin Covey's 6 Critical Practices for Leading a Team – LiveClicks Leadership Effectiveness at the individual, team and organizational levels. **Note: Registration Deadline – 11/12/21**	11/30 – 12/02/21	$192	Register
Franklin Covey's The 4 Essential Roles of Leadership – LiveClicks Inspire trust, create vision, execute strategy and coach potential. **Note: Registration Deadline – 11/26/21**	12/13 - 12/15/21	$193	Register
Managing in the Modern Workplace 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.	11/16/21	None	Register

Managing the People Side of Change

The Prosci ADKAR Model is a goal-oriented change management model that guides individual and organizational change.

11/30/21	None	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.

12/7/21	None	Register

Team Dynamics

This course will help you understand the four dominant personality styles: Driver, Expressor, Amiable and Analytical.

12/14/21	None	Register

Franklin Covey's Unconscious Bias to Unleash Potential - LiveClicks

Learn how to be aware of and address biases so you and your team can thrive, increasing performance and engagement.

Note: Registration Deadline – 1/13/22

1/20-21/22	$193	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
Making Connections at Work and in Life	11/18/21	1-2:00 p.m.	Lela Dennis	Register
Loving...You: Boosting Self-esteem and Acceptance	12/9/21	1-2:00 p.m.	Lela Dennis	Register
Workshop Topic	Date	Time	Campus Coordinator	Registration Link
Faculty Staff Assistance Program (FSAP) Orientation	12/15/21	11:00 a.m.-12:00 p.m.	Lela Dennis	Register
Faculty Staff Assistance Program (FSAP) Manager/Supervisor Orientation	12/17/21	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

UC Learning Center Corner

Visit the UC Learning Center (UCLC) webpage which offers resources for Learners, Managers and Learning Coordinators, and Instructors.

Safety Orientation Completion

If your attendance status remains listed as **In Progress** after attempting to complete the new Safety Orientation course, you can try the following steps to update your attendance. The most common cause of this issue is when a learner selects the **Finish** Evaluation button on the last slide but does not return to the course and select the **Exit** button. While valuable, the evaluation will not impact attendance status. To complete the course, learners should:

1. Launch the course and resume where they left off
2. If needed, advance to the last slide
3. Select the large red button labeled **Exit**

A quick video demonstration of the process is available on the UC Learning Center webpage: Safety Orientation Exit Demo.

Moving Beyond Bias Series for Admissions Officers & Readers

Moving Beyond Bias for Admissions Officers & Readers is a 5-module online series on implicit bias designed specifically for California State University and University of California employees. This is a customized version of Moving Beyond Bias designed for the UC Admissions Officers and Readers *only*. Currently in a pilot phase, a general series for all staff will be available soon.

UCLC Access

Do you have questions about access for newly hired employees and contingent workers (e.g., temporary employees, volunteers, interns, etc.)? Visit the UC Learning Center Access & Roles 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), please 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

Campus Spotlight

Coffee and Donuts with LEAD

Tuesday, November 9, 2021 | 9:00 – 10:00 a.m.

Staff Assembly – Lunch 'N' Learn: Navigating Career Opportunities at UCR

Wednesday, November 17, 2021 | 12:00 – 1:00 p.m.

Are you interested in learning more about career opportunities within UCR? Please join us for our Lunch and Learn, Navigating Career Opportunities at UCR, with Emma Geach and Paul Peña from the Central HR Talent Acquisition and Diversity Outreach team. The discussion will include: navigating job searches, developing your resume and cover letter, and what to expect in the interview process.

To attend this workshop, please register at the Navigating Career Opportunities at UCR 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.

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.