

Professional Development

All Professionals

2025-2026 Lunch & Learn Series

VCSA – Human Resources



Elevate Your Professional Journey: Join Our 2025-2026 Lunch & Learn Series!

Get ready to enhance your skills and expand your network! Our 2025-2026 Lunch & Learn series kicks off this September, offering a fresh dive into fundamental topics designed to bolster your professional growth. Enjoy a complimentary lunch while you connect with colleagues and explore subjects vital to your success.

Course Highlights

Here's a sneak peek at some of the courses we're excited to offer:

- **Difficult Conversations (All Professionals)**

- Being able to have difficult conversations with staff is an essential part of being an effective leader and employee. This course aims to remove the fear factor from difficult conversations by showing how the right approach can turn difficult conversations into constructive conversations.

- **Emotional Intelligence (All Professionals)**

- What distinguishes great leaders from merely good ones? It isn't IQ or technical skills, says Daniel Goleman. It's emotional intelligence: a group of skills that enable the best leaders to maximize their own and their follower's performance. Your emotional intelligence (EI) is a foundation for so many other skills—it impacts most everything you say and do each day. Emotional intelligence is the single biggest predictor of performance in the workplace and the strongest driver of leadership and personal excellence.

- **CliftonStrengths (All Professionals)**

- Topics Covered:
 - Learn about research on talent-based productivity and engagement
 - Name your Top 5 themes and explore how they help you achieve success
 - Discover your unique contribution to a team
- Preparation: Pre-work for this class requires completion of the CliftonStrengths assessment (allow up to 40 minutes). Two weeks prior to the scheduled session, and the course facilitator will send an email communication providing information on how to access the CliftonStrengths assessment. Once complete, you will need to print and/or download your (1) Signature Theme Report and (2) CliftonStrengths Top 5 Report.

- **Progressive Discipline and Documentation (Supervisors/Managers)**

- This workshop will focus on the use of Progressive Discipline to address concerns regarding the conduct, behavior or work performance of non-probationary career status Professional and Support Staff and bargaining unit employees. Progressive Discipline serves as documentation of poor performance and University's attempts to correct performance or conduct.
- Topics Covered
 - Steps in the Progressive Discipline Process
 - Your Responsibilities
 - How to create a Written Warning
 - The Performance Accountability and Success System (PASS)
 - How to utilize the Performance Improvement Plan (PIP) to improve performance

- **Successfully Supervising Students (All Professionals)**

- Do you supervise student employees? Are you considering hiring student employees in your department? Then this class is for you! The workplace offers student employees a unique opportunity, and also creates some unique supervisory challenges. This workshop will provide strategies relating to scheduling, giving effective feedback, and making your department student-friendly.

- **Working Genius (All Professionals)**

- The 6 types of Working Genius is a new model that helps people discover their natural gifts and thrive in their work and life. When people are able to better understand the types of work that bring them more energy and fulfillment and avoid work that leads to frustration and failure, they can be more self-aware, more productive and more successful.

Ready to Join Us?

If you're interested in attending, please send your request to VCSAHR@ucr.edu or AthleticsHR@ucr.edu and include the following:

- Series
- Date
- Participant's first/last name
- Participant's Supervisor
- Participant's Department
- Dietary restrictions (if any, for the lunch & learns)

DATE	Series	Time	Facilitator	Location
09/23/25	<i>Difficult Conversations</i>	2 hrs. 12:30-2:30PM	EOD Team	Hinderaker 3117 10 seats available
10/27/25	<i>Progressive Discipline and Documentation</i>	2.5 hrs. 12-2:30PM	VCSA HR Team	Hinderaker 3117 10 seats available
11/04/25	<i>Working Genius</i>	2 hrs. 11:30AM-1:30PM	EOD Team	Hinderaker 3117 10 seats available
01/13/26	<i>CliftonStrengths</i>	2 hrs. 1-3PM	EOD Team	Hinderaker 3117 10 seats available
02/10/26	<i>Progressive Discipline and Documentation</i>	2.5 hrs. 12-2:30PM	VCSA HR Team	Hinderaker 3117 10 seats available
03/03/26	<i>Successfully Supervising Students</i>	TBD	EOD Team	Hinderaker 3117 10 seats available
04/14/26	<i>Progressive Discipline and Documentation</i>	2.5 hrs. 12-2:30PM	VCSA HR Team	Hinderaker 3117 10 seats available
05/26/26	<i>Emotional Intelligence</i>	12-2PM	EOD Team	Hinderaker 3117 10 seats available