UC RIVERSIDE
Human Resources
Employee and Organizational Development

PROFESSIONAL DEVELOPMENT
MONTHLY

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

## Meet the Employee and Organizational Development (EOD) Team

EOD's goal is to deliver employee development programs to help employees succeed providing content that is of high value to the modern learner and to align trainings that contribute to employee success. The EOD department consists of five dedicated Human Resources professionals.

To learn about the EOD team members, please visit the Employee and Organizational Development Team Members webpage.

R'LEAD – Leaders of Excellence and Distinction
## Certificate Program 2021 – 2022

LEAD maintains a strong focus on professional development for campus staff, partnering closely with Employee and Organizational Development within Human Resources in the development and delivery of courses such as collaborative leadership and change management. Applications are now being accepted to participate in the Certificate Program. The deadline for applications is August 20, 2021. For information, please visit the R'LEAD Certificate Program webpage.
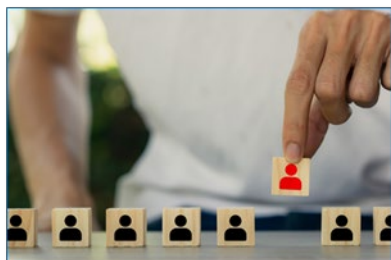
Building Core Supervisory Competencies
2021-22 – Call for Applications

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. **Applications are due on Friday, August 13, 2021**. For information on participant requirements, program fee and more, please view Call for Applications – Building Core Supervisory Competencies Program.
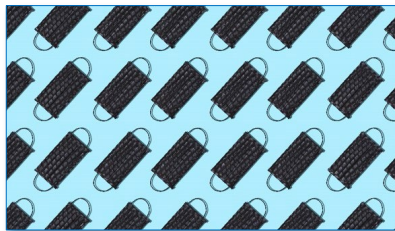
Coronavirus (COVID-19) – HR Information and Resources

Be sure to visit the HR Coronavirus - COVID-19 Information and Resources webpage. On this page, Human Resources is providing information and resources for UCR faculty and staff to navigate through the campus impact from COVID-19, including: the latest COVID-19 news, HR COVID-19 Resources – Return to Work, policies for Face Covering and Vaccinations, COVID-19 Q&A and much more.

Featured Training

Managing the People Side of Change

Tuesday, August 24, 2021 | 2:00 – 3:00 p.m.

The Prosci ADKAR Model is a goal-oriented change management model that guides individual and organizational change. ADKAR is an acronym that represents the five stages people must move through to adopt a new way of doing things – Awareness, Desire, Knowledge, Ability and Reinforcement. The ADKAR Model is a powerful framework for understanding how change can happen with a single individual and can be used personally, by viewing a change you are working through and identifying where and why you may be struggling. For more and information and registration, please visit the UC Learning Center.

Managing in the Modern Workplace

Tuesday, September 28, 2021 | 10:00 a.m. – 12:00 p.m.

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. Within this course, participants will learn how to question their workplace paradigms, overcome the common obstacles to hybrid teams and increase employee engagement. This course will address issues such as managing remote/hybrid teams, setting expectations and coaching employees. Participants will be able to:

- Identify workplace paradigms
- Apply a framework for engaging employees
- Effectively identify and communicate job expectations
- Provide coaching conversations to employees

To register for this course, please visit 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.	8/19/21	None	Register
Franklin Covey's 6 Critical Practices for Leading a Team – LiveClicks Leadership effectiveness at the individual, team and organizational levels. **Note: Registration deadline – 8/16/21**	8/24-26/21	$192	Register

Coaching for Results Consistent coaching and feedback allows you to connect with employees and increase their productivity, job satisfaction and engagement.	8/24/21	None	Register
Franklin Covey's The 4 Essential Roles of Leadership – LiveClicks Inspire trust, create vision, execute strategy and coach potential. **Note: Registration deadline – 8/30/21**	8/10-12/21	$193	Register
Successfully Supervising Students Learning how to schedule, give effective feedback and create a student-friendly department.	9/22/21	None	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
Secrets to Self-Motivation	8/19/21	1–2:00 p.m.	Lela Dennis	Register
Time Management Principles	9/15/21	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

Evergreen Courses Addressing Challenges in Today's Working Environment

- Creative Thinking
- Collaboration Principles and Process
- Take a More Creative Approach to Problem-Solving

Team Culture While Remote

- Business Collaboration in the Modern Workplace
- Collaborative Design: Managing a Team

LinkedIn Learning Paths

- [Redesigning How We Work as Offices Reopen](#)
- [Improve Your Hybrid Workforce Skills](#)
- [Becoming a Successful Remote Worker](#)

News

Onboarding Volunteers, Interns, Research Program Participants or Temporary Employees

It is a good time to refresh your knowledge of the [UCR Policy 650-85: Volunteers, Contingent Workers and Person of Interest Appointments on Campus](#).

Volunteers and other types of contingent workers are subject to [UCR Policy 650-85](#), which provides guidance for the use of non-employees of the University, to promote safety, reduce risk, and protect the interests of the UCR campus, its contingent workers, persons of interest and the community it services.

Types of Contingent workers Include:

- All contingent workers, including volunteers and temporary agency workers, must be entered in UCPath for tracking purposes. Assignments should be established prior to the commencement of work.

- Departments can initiate the appointment using the [ServiceLink New Hire Request for Contingent Workers](#).

- **Unpaid Student Interns**: all unpaid student intern volunteers who are performing service solely for their personal educational goals unrelated to the pursuit of their academic degree should be appointed as a Staff Intern, Code CWR 004. A student intern is a student seeking to enhance their academic and career goals by gaining supervised practical experience and applying classroom theory to real world situations.

- **Contingent Worker**: an individual engaged by UCR on a non-permanent basis to complete a specific function or task who does not have an employee relationship with UCR and does not receive compensation through UCPath. Those individuals employed through temporary agencies are considered contingent workers.

- **Volunteer**: an individual providing service directly to and under the supervision of the university with no promise or expectation of compensation. See [the policy](#) for detailed definitions.

Being hired in UCPath is the first step towards gaining access to the [UC Learning Center](#) to complete required safety or other types of training. Hiring departments should refer to the [LMS Access Matrix for Departments](#) for additional onboarding steps to ensure access to the UC Learning Center for contingent workers. Contingent workers are assigned required safety trainings in the UC Learning Center.

- **Staff Intern**
- **Staff Volunteer**
- **Student Volunteer**
- **Temp Agency Staff – Health**
- **Temp Agency Staff – Non-Health**
- Affiliated Organization
- Affiliated Research Institute
- Individual Contractor/Consultant
- Research Associate
- Research Fellow
- Staff Emeritus
- Visiting Scholar
- Visiting Student Res Graduate
- Visiting Student Researcher

UC Learning Center – New Navigation

The UC Learning Center learning management system (LMS) was updated on July 24, 2021, with several new navigation features.

Now available in the [Learner Guide](#) and [Manager Guide](#):

- [Watch a demonstration of the navigation](#)
- [Read about the new navigation](#)

Campus Spotlight

Dollars and Sense: UCR Staff Wealth Summit

Tuesday, August 24, 2021 | 8:30 a.m. – 4:30 p.m.

Join us for a day devoted to helping you with different areas of finance. The summit will include virtual tabling for a range of different services and a chance to win prizes.

Choose from a number of presentations on topics including:

- Buying a home
- Saving for an emergency
- Planning for retirement
- What savings account to use
- Additional financial topics

Register now to attend this free event – participation is limited to the first 300 registrants.

Mental Health Trainings

Learn how to help emotionally distressed students get the support they need through UCR mental health trainings. For more information and to participate in the training, please visit The Well – Mental Health Trainings webpage.

New Safety Orientation Training Requirement

On July 1, 2021, Environmental Health and Safety launched the new online Safety Orientation training in the UC Learning Center. The course includes more relevant content to support a healthy and safe workplace, reflects Cal/OSHA requirements and is an opportunity to refamiliarize yourself with general campus safety practices, procedures and expectations.

Safety Orientation training is required for all faculty, staff, contingent workers, affiliates, and volunteers at all UCR locations and must be completed within 90 days. Safety Orientation training certification must then be renewed every three years by retaking the course.

If you work, or supervise others who work, in a laboratory or technical area, the required Laboratory Safety Fundamentals training will satisfy this requirement and you will not be required to take the Safety Orientation course.

To review your assigned training and launch the course, please take the following steps:

1. Go to https://ucrlearning.ucr.edu
2. Select the **Log in Now** button and login with your UCR credentials
3. Select **Required Training** from the UC Learning Center home page
4. Find **Safety Orientation** in the list, and if needed, select **Start** to launch the course

Watch a demonstration video on Required Training or Training Analysis in the UC Learning Center Learner Guide.

Staff Assembly Lunch & Learn: Leadership Lessons with Associate Provost Ken Baerenklau

Topics Covered:

- Crisis Management
- Leadership
- Job Promotion and Networking
- Opportunities for UCR staff to get involved

Watch Leadership Lessons with Associate Provost Ken Baerenklau in the UC Learning Center.

Watch recordings of all Staff Assembly Lunch & Learn sessions listed in the UC Learning Center.

**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.**