

# UC People Management Series & Certificate



## Benefits

*What are the benefits of completing the Series and Certificate?*

- Builds baseline management skills for all people managers and individuals who want to become managers
- Increases opportunity for promotion and potential for future leadership positions
- Offers easily accessible online courses that are learner-centric and self-paced
- Builds on coursework already completed
- Provide eligibility to attend the People Management Conference

The UC Systemwide People Management Series and Certificate is a program for all people managers consisting of Core and Elective Courses, which includes local and systemwide programs and eCourses, as well as in-person learning experiences. It covers the following topics: Performance Management, Managing Implicit Bias, Managing People, Administration & Operations, Change Management, and Communications.

## Coursework

In order to complete the Series and earn the Certificate, participants must complete:

- 10 Core courses
- 6 Implicit Bias courses
- 4 Electives courses, one from each topic, which include systemwide eCourses and locally identified online and instructor-led courses

Check the [UC Learning Center](#) for the complete list of eligible courses.

**Register in the UC Learning Center**

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## GROW

### Core Courses

#### Complete all 10

UC Performance Management Overview  
 UC Setting Expectations  
 UC Giving & Receiving Feedback  
 UC Engaging & Developing Employees  
 UC Conducting Performance Appraisals  
 UC Motivating, Recognizing & Rewarding Employees  
 UC Coaching for Performance  
 UC Managing Corrective Action  
 UC Hiring for Success  
 UC Strategic On-Boarding

### Implicit Bias Certificate

#### Complete all 6

UC Managing Implicit Bias Series: What is Implicit Bias?  
 UC Managing Implicit Bias Series: The Impact of Implicit Bias  
 UC Managing Implicit Bias Series: Managing the Influence of Implicit Bias – Awareness  
 UC Managing Implicit Bias Series: Common Forms of Bias  
 UC Managing Implicit Bias Series: Managing the Influence of Implicit Bias - Mindfulness and Conscious De-biasing  
 UC Managing Implicit Bias Series: Managing Implicit Bias in the Hiring Process

## DEVELOP

### Administration & Operations Elective

#### Complete 1

Delegation Skills  
 Developing Resourcefulness  
 Franklin Covey's 7 Habits of Highly Effective People  
 Help Your Employees Prioritize Their Work  
 How to Conduct Effective Meetings  
 Leverage Your Strengths and Avoid Derailing Behaviors  
 Project and Process Management For Maximum Results  
 Project Management Foundations  
 Time Management for Fundamentals

### Communications Elective

#### Complete 1

Building Collaborative Relationships  
 Communicating – Connecting to Your People  
 Communicating with Confidence  
 Crucial Conversations  
 Dealing with Negative Reactions to Performance Feedback  
 Facilitating Upward Feedback  
 Listening in a Hectic World  
 Organization Communication Fundamentals  
 UC Exercising Influence  
 UC Responding to Conflict

## LEARN

### Change Management Elective

#### Complete 1

Change Project Management – The Crucial Role of Communication  
 Choosing the Right Strategy for Implementing Change  
 Leading Change  
 Organizational Excellence Leaders @ Change

### Managing People Elective

#### Complete 1

(BBC) Coaching for Performance/Difficult Performance Conversations  
 Collaborative Leadership  
 Developing Your Emotional Intelligence  
 Identifying the Root Causes of Performance Issues  
 LDC: Building High Performance Teams  
 Organizational Excellence Certificate LEAN Forward  
 Organizational Excellence Certificate: Collaborative Leadership

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*If you have recently completed courses that are part of the People Management Certificate, it will count toward the certificate. Elective courses are a mix of online and instructor-led courses. You may elect to take all online or a blend to meet your development needs.*

Access the People Management Series and Certificate through the [UC Learning Center](#).

For more information contact [UCRLearning@ucr.edu](mailto:UCRLearning@ucr.edu)