# **Building Core Supervisory Competencies**

## 2024 Program Application

#### Overview

HR's Employee and Organizational Development team is proud to offer the 2024 Building Core Supervisory Competencies (BCSC) program to eligible staff who want to develop a broad range of skills to enhance their ability to lead and engage others. BCSC is a nine-month cohort-based program that begins with an orientation, includes seven core courses, and concludes with a wrap-up session and graduation celebration.

### Participant Eligibility and Expectations

This program is specifically designed for employees with two to five years of supervisory experience. Applicants must currently have the full scope of supervisory duties, including supervision of at least 2 FTEs OR must be in a title code allowing them to perform the full scope of supervisory duties.

To successfully complete the program participants agree, and are expected, to come prepared to all program sessions held once a month, September 2024 through May 2025. This includes meeting deadlines and completing session pre-work, assessments, and supplemental assignments. Additionally, participants are required to complete two (2) electives from a variety of pre-selected course topics.

### Required Sessions and Core Course Topics\*

All sessions will be virtual except where indicated. There are no make-up sessions.

- Orientation September 19, 2024
- The 7 Habits for Managers, Part 1- October 10, 2024
- The 7 Habits for Managers, Part 2 November 14, 2024
- Ethics December 5, 2024
- Situational Leadership January 9, 2025
- Communication February 13, 2025
- Conflict Management March 13, 2025
- Emotional Intelligence April 10, 2025
- Wrap-up / Graduation May 15, 2025 (in-person)

### Program Fee and Application

The program fee is \$725 and includes all program costs and course materials. Space is limited to 30 participants.

Applications are due August 16, 2024. By submitting a signed application, you acknowledge all participant expectations and maintain that your availability aligns with the program requirements. Incomplete applications will not be considered.

#### Contact Us

Webpage: Building Core Supervisory Competencies

Questions: Seana Nuñez, Senior Consultant, Employee and Organizational Development



<sup>\*</sup>Dates are tentative and subject to change. A final detailed schedule will be distributed during orientation.

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INSTRUCTIONS: Complete all application fields, including the supervisor's signature. Email completed application by **August 16, 2024,** to the program manager, Seana Nuñez at <a href="mailto:seana.nunez@ucr.edu">seana.nunez@ucr.edu</a>. Applicants will be notified of their participation status the week of August 26, 2024.

APPLICANT INFORMATION		
Nama		
Name:	Current Title Code	
E-mail address:	Number of years s	supervisory experience:
Department:		
Length employed at UCR (year	rs): Payroll titles of sta	aff supervised:
Number of staff supervised:		
Department COA*:		
*Charges will not occur until applicant has been accepted and confirmed to participate.		
SUPPORTING INFORMATION		
1. How will this program assist you in your current position? What are your desired outcomes from participating?		
2. How do you plan to apply your learning?	what you learn in the program? What steps w	ill you take to ensure that you transfer
	PROGRAM ACKNOWLEDGEMENT	
I understand this program takes place September 2024 through May 2025 and requires me to complete all participant expectations to obtain a Certificate of Completion. I understand I must attend all required sessions and core courses, and complete two (2) elective courses to receive program completion in UC Learning Center.		
Applicant Signature:		Date:
I understand the program fee of \$725 will be recharged to my department upon applicant's program participation acceptance. I will support, encourage, and approve my team member's participation throughout the program.		
Supervisor Name:	Signature:	Date:

Revised: June 2024