

**A**chieving Results   **B**uilding Relationships   **C**reating the Future

March 2021



### Looking for a Mentor or Mentee?

The Highlander Mentor Connection (HMC), co-sponsored by UC Riverside's Human Resources, Staff Assembly and LEAD, provides UCR staff with professional development through peer-to-peer mentorship. For more information, visit the [Highlander Mentor Connection webpage](#).



### Professional Development Conference

Tuesday, March 23 – 24, 2021

The Professional Development Conference for staff is hosted by Human Resources, LEAD and Staff Assembly. This event will include two official tracks on general skill development and leadership, with two keynote speakers. The conference will take place virtually over Zoom using the Whova software platform. More details to follow soon.

To attend the Professional Development Conference, please register at the [UCR Staff Conference Registration website](#).

## Featured Training



### Performance Management in Action

Thursday, March 25 & Thursday, April 15, 2021

Learn the basics of identifying and communicating performance expectations, and how to hold a collaborative meeting with your team members to review their performance over the year.

Register: [Performance Management in Action registration](#)

### Accessibility is a University Responsibility

*Accessibility is the inclusive practice of removing barriers that prevent people with disabilities from doing what they need to do online.*

Did you know we have more than 50 eCourses available around [accessibility in the UC Learning Center](#)? Provided by UCOP in partnership with Siteimprove, these courses cover a range of topics from basic principles to creating accessible documents, to web development, as well as accessibility considerations for classrooms, marketing and purchasing.

## General Principles & Practices

Topics	Available eCourses
<p><b>Making Accessibility a Priority</b></p> <p>These courses guide you through how to review your online presence for compliance and gain support for making accessibility a priority within your organization. We address how to audit the current technology, contacts, and staff knowledge you have in place, and where to go from there.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Reasons to Make Accessibility a Priority</a></li> <li>• <a href="#">Understand Accessibility Roles</a></li> <li>• <a href="#">Review your Digital Presence</a></li> <li>• <a href="#">Put Your Accessibility Knowledge into Action</a></li> </ul>
<p><b>General Digital Accessibility Principles</b></p> <p>These courses provide a high-level overview of general accessibility principles including guidelines, disabilities, legal implications, assistive technologies and fundamental knowledge.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Understand Accessibility</a></li> <li>• <a href="#">Guidelines and Legal Considerations</a></li> <li>• <a href="#">Starting Your Accessibility Program</a></li> </ul>
<p><b>Accessible Purchasing</b></p> <p>These courses examine how purchasing information and communication technology plays a role in accessibility from the time request for proposals are sent out through the contract negotiation phase. You will also learn how timelines need to include sufficient time to do automated and manual accessibility testing before contracts are signed.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Accessible Purchasing – Prepare</a></li> <li>• <a href="#">Accessible Purchasing – Evaluate</a></li> <li>• <a href="#">Accessible Purchasing – Select</a></li> </ul>

## Creating Accessible Documents & Media

Topic	Available eCourses
<p><b>Accessible Documents</b></p> <p>These courses focus on the accessibility guidelines you should use with an authoring program like Microsoft Word or Google Docs.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Accessibility and Documents</a></li> <li>• <a href="#">Creating Accessible Content in Documents</a></li> <li>• <a href="#">Software Considerations</a></li> </ul>
<p><b>Accessible Multimedia</b></p> <p>Depending on your industry, making accessible multimedia may not only be the right thing to do, but may also be required by law. In these courses, we will focus on the accessibility guidelines you should use when creating multimedia. Aimed at anyone that produces online multimedia, such as audio, video and animations.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Intro to Accessible Multimedia</a></li> <li>• <a href="#">Transcripts, Captions and Descriptions</a></li> <li>• <a href="#">Additional Multimedia Requirements</a></li> </ul>

## Making Accessible PDFs

In these courses, you will learn about the accessibility guidelines you should use when creating a new document with an authoring program like Microsoft Word or Google Docs. After the PDF is generated, we will walk through the accessibility features in Adobe Acrobat DC and conclude with some tests you can perform to verify if the PDF is accessible. These courses are aimed at anyone who makes documents that will be posted online.

- [Accessible PDF Background](#)
- [Create Documents and Convert to PDFs](#)
- [Working in Your PDF](#)
- [Testing PDFs](#)

## For Instructors, Contributors, Designers and Marketers

Topic	Available eCourses
<b>Accessibility for the Classroom</b> These courses address creating accessible and instructional materials for the classroom including common content issues, increasing readability, and universal design for learning principals to maximize accessibility. As we demonstrate making accessible digital content, participants will see how text formatting, images, links, tables and multimedia can impact learning resources.	<ul style="list-style-type: none"><li>• <a href="#">Understanding the Instructional Designer Role</a></li><li>• <a href="#">Writing and Formatting Content for Learning</a></li><li>• <a href="#">Images and Color in the Classroom</a></li><li>• <a href="#">Multimedia to Supplement Learning</a></li></ul>
<b>Accessibility for Content Contributors</b> These courses outline the roles and responsibilities of writers, editors, page owners and other content contributors as relates to digital accessibility.	<ul style="list-style-type: none"><li>• <a href="#">Accessible Documents, Audio and Video for Content Contributors</a></li><li>• <a href="#">Formatting for Content Contributors</a></li><li>• <a href="#">Images and Tables for Content Contributors</a></li><li>• <a href="#">Understand the Content Contributor Role</a></li></ul>
<b>Accessibility for Designers</b> While a web developer makes a designer's vision a reality, there are a number of guidelines related to accessibility that a designer can directly address including creating style, determining placement and working with color. These courses examine all the ways designers affect accessibility.	<ul style="list-style-type: none"><li>• <a href="#">Role of the Designer</a></li><li>• <a href="#">Using Style for Design</a></li><li>• <a href="#">Images and Color for Designers</a></li><li>• <a href="#">Designing the Layout</a></li><li>• <a href="#">Designing Forms</a></li></ul>
<b>Accessibility for Marketers</b> Marketers work through web pages, emails, documents, media, and surveys – all of which should be accessible to the largest audience possible. Any user that has difficulties reduces an opportunity for a sale; this course teaches marketers how to incorporate accessibility into their daily work.	<ul style="list-style-type: none"><li>• <a href="#">Role of Marketers</a></li><li>• <a href="#">Accessibility and Branding</a></li><li>• <a href="#">Content is King in Marketing</a></li><li>• <a href="#">Images in Marketing</a></li><li>• <a href="#">Marketing with Multimedia</a></li></ul>

## For Web Developers

Topic	Available eCourses
<p><b>Digital Accessibility for Developers</b></p> <p>These courses examine all the ways web developers affect accessibility with images, tables, multimedia, navigation, structure, coding, CSS, color and forms.</p>	<p><b>Part 1 – Modules 1-5</b></p> <ul style="list-style-type: none"><li>• <a href="#">Understanding the Developer Role</a></li><li>• <a href="#">Accessibility Basics for Developers</a></li><li>• <a href="#">Images for Developers</a></li><li>• <a href="#">Tables for Developers</a></li><li>• <a href="#">Multimedia for Developers</a></li></ul> <p><b>Part 2 – Modules 1-5</b></p> <ul style="list-style-type: none"><li>• <a href="#">Navigation and Structure for Developers</a></li><li>• <a href="#">Coding for Developers</a></li><li>• <a href="#">Applying CSS for Developers</a></li><li>• <a href="#">Using Color for Developers</a></li><li>• <a href="#">Designing Forms for Developers</a></li></ul>
<p><b>Testing for Web Accessibility</b></p> <p>While automation is beneficial and can expedite identifying coding errors, some items must be checked manually. These courses teach how to make automated and manual testing an integral part of your digital accessibility process.</p>	<ul style="list-style-type: none"><li>• <a href="#">Accessibility Review</a></li><li>• <a href="#">Automated Testing</a></li><li>• <a href="#">Manual Testing</a></li><li>• <a href="#">Additional Testing</a></li><li>• <a href="#">Reporting</a></li></ul>

### Additional guidance and resources include:

- [UCR ADA/Section 504 Compliance: Disability Inclusion and Access](#)
- [UCR Student Disability Resource Center](#)
- [UCR Website Accessibility](#)
- [UCOP Electronic Accessibility](#) (UC locations share web accessibility best practices and resources)

## Upcoming Programs and Classes

### 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	Date	Time	Campus Coordinator	Registration Link
<b>Being Part of a Multigenerational Team</b>	3/18/21	1–2:00 p.m.	Lela Dennis	<a href="#">Register</a>
<b>How to Make a Habit of Success</b>	3/25/21	1–2:00 p.m.	Lela Dennis	<a href="#">Register</a>
<b>Becoming a Team Player</b>	4/15/21	1–2:00 p.m.	Lela Dennis	<a href="#">Register</a>

## EOD Programs, Courses and Classes

Course Title/Description	Dates	Cost	Registration Link
<b>Eliminating Harassment, Intimidation and Bullying (HIB)</b> Eliminating harassment, intimidation and bullying.	3/9/21	None	<a href="#">Register</a>
<b>Franklin Covey's 6 Critical Practices for Leading a Team – LiveClicks</b> Empowering your team.	3/16–18/21	\$161	<a href="#">Register</a>
<b>Performance Management in Action</b> Learn the basics of identifying and communicating performance expectations and hold collaborative meetings with your team to review their performance over the year.	3/25/21	None	<a href="#">Register</a>
<b>Franklin Covey's 7 Habits of Highly Effective People – LiveClicks</b> Timeless principles of effectiveness.	3/30–4/1/21	\$158	<a href="#">Register</a>
<b>Delegation Skills – Webinar</b> Enhance delegation skills.	4/6/21	None	<a href="#">Register</a>
<b>Franklin Covey's Leading at the Speed of Trust – LiveClicks</b> Building trust, behaviors of trust.	4/28–30/21	\$157	<a href="#">Register</a>

For questions, please contact Employee & Organizational Development  
at [HRTrainingContacts@ucr.edu](mailto:HRTrainingContacts@ucr.edu).

## LinkedIn Learning on Demand Courses

### Evergreen Courses Addressing Challenges in Today's Working Environment

- [Managing Virtual Teams](#)
- [Increasing Collaboration on Your Team](#)

### New Courses Tailored for Today's Unique Working Environment

- [Establishing Work from Home Policies](#)
- [Leading Remote Projects and Virtual Teams](#)

### Performance Management

- [How to Give and Receive Useful Feedback Every Month](#)
- [Having Career Conversations with Your Team](#)
- [Having Difficult Conversations](#)
- [Having Difficult Conversations: A Guide for Managers](#)

## News

Staff Appreciation and Recognition Plan returns on April 1, 2021

The Staff Appreciation and Recognition (STAR) plan is an employee recognition program which allows supervisors and managers to recognize, acknowledge and reward employees for exceptional performance and/or significant contributions related to and supportive of individual, departmental, divisional and or organizational goals and objectives. SPOT awards may be used to recognize significant one-time accomplishments and STAR awards may be used to recognize longer term accomplishments and sustained excellence which support UC Riverside's strategic goals. For more information, please visit [the UCR Employee Recognition webpage](#).

## STAR/SPOT Award Resources

Gartner – Summary: In today's disruptive climate defined by low budgets, anxiety and economic insecurity, rewards and recognition programs are key levers HR leaders can use to motivate performance and retain top performers.

### [Webinar – Rewards and Recognition That Motivate](#)

Tuesday, March 16, 2021 | 8:00 a.m.

Webinar for data-based guidance on how to optimize these programs.

#### [Join the Webinar](#)

ID: G00739448

Research Team, Total Rewards

#### [LinkedIn Learning Awards and Recognition Collections](#)

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## New Online Activities Available in the UC Learning Center

- [Staff Assembly Lunch & Learn: Hindsight is 2020](#) – Lessons learned in 2020; How to Lead Teams in 2021; Communicating Effectively; Continuous Learning.
- [OCV Vivarium Access Training](#) – Office of the Campus Veterinarian's training for access to the UCR animal care facilities.
- [Professionalism in Healthcare](#) – Professionalism in Healthcare: Sexual Boundaries and Touch.
- [HRMS: Job Code Information & Job Builder](#) – Demonstrations include the following actions: Initiate a new job description, add incumbent, update/edit, inactivate/reactivate and search. Intended for individuals that will have the appropriate HRMS roles.
- [HRMS: Recruitment and iRecruit](#) – Demonstrations include the following actions: Initiate, edit, approve, view and search recruitment. Also includes processing applicants and closing out recruitments in iRecruit. Intended for individuals that will have the appropriate HRMS roles.

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## ComPsych – Faculty Staff Assistance Program (FSAP)

### FSAP Orientation

Wednesday, March 17, 2021 | 11:00 a.m. – 12:00 p.m.

The goal of this session is to familiarize you with all of the great resources that are available to you and your family members through GuidanceResources, brought to you by ComPsych. Join us to find out more about this great benefit. To register for this orientation, please visit the [UC Learning Center \(LMS\)](#).

### FSAP Manager/Supervisor Orientation

Thursday, March 18, 2021 | 11:00 a.m. – 12:00 p.m.

The goal of this session is to educate you about the program and to help you view the program as a tool for supporting your employees. Join us to find out more about this great benefit. To register for this orientation, please visit the [UC Learning Center \(LMS\)](#).

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## Videos: FSAP Orientations

If you missed any of the FSAP Orientations, you can view the following orientation videos:

- [FSAP Orientation](#)
- [FSAP Manager/Supervisor Orientation](#)



## My UC Career

The My UC Career is a self-directed, online career development portal available to all UC employees. Career Development continues to be a focus area across the university and the portal provides a resource that supports employees in growing their UC career. A UC [email address](#) is all that is needed to register for an account.

The systemwide [My UC Career portal](#) provides access to job openings at all UC locations via the [Systemwide Job Board](#), as well as resources and tools to create and refine resumes, write cover letters, identify strengths, practice interviewing and find professional networking opportunities.

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## Campus Spotlight



### To Boldly Go: A Conversation with Dr. Michael Brown on Being Black in Higher Education

Thursday, March 4, 2021 | 2:00 p.m.

Join UCR's Black Faculty And Staff Association for a conversation with Dr. Michael Brown, University of California Provost and Executive Vice President for Academic Affairs. Provost Brown will speak on the experience of being Black in the Higher Education environment. Registrants may submit questions for consideration prior to the event.

To attend, please register at the [Webinar Registration webpage](#).

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## UCR Extension

- [Micro MBA Program](#)



## LEAD R'Ship Series

### Designing a Best in Class Skills Strategy with Gartner

Tuesday, March 9, 2021 | 1:30 – 2:15 p.m.

#### Webinar Registration

To attend this webinar, please register at the [Lead R' Ship Series registration webpage](#).

If you missed February's LEAD R'Ship, *How to Empower & Recognize Staff* presented by Lela Dennis and Julie Salgado, watch the [YouTube video – How to Empower & Recognize Staff](#).

For more information about Leaders of Excellence and Distinction, visit the [Leaders of Excellence and Distinction \(LEAD\) webpage](#).

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LEARNING

Need training now? Visit LinkedIn Learning, via [R'Space](#), and take advantage of curated collections.

*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](#).*

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**For questions, please contact Employee & Organizational  
Development (EOD) at [HRTrainingContacts@ucr.edu](mailto:HRTrainingContacts@ucr.edu).**