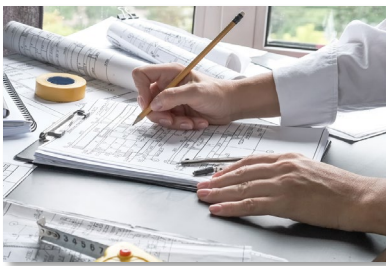


September 2021



Working Remotely

Through the pandemic, UC learned in a short period of time that many jobs could be performed effectively in a remote setting. And while the flexibility of working remote offered opportunities for a better work-life balance, for others there were challenges to overcome.

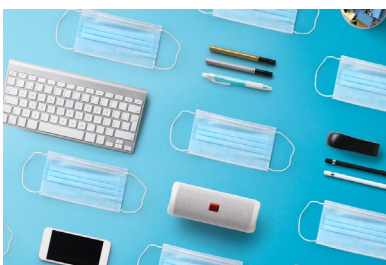
As work schedules begin to include hybrid/remote options across campus, we want to help faculty and staff be prepared to be able to work in whatever hybrid/remote option is chosen. LinkedIn Learning offers several videos to help you discover how

to be productive, stay connected and, understand how to successfully work with the realities of your remote environment.

LinkedIn Learning topics include:

- [Become a Successful Remote Worker](#)
- [Redesigning How We Work as Offices Reopen](#)
- [Improve Your Hybrid Workforce Skills](#)
- [Leading Remotely](#)
- [Setting Expectations](#)
- [Working Remotely](#)
- [Remote Working: Setting Yourself and Your Teams Up for Success](#)
- [Building Relationships / Negotiation](#)

For additional information about remote work at UCR, please visit the UCR [Remote Work webpage](#).



UCR Face Covering Policy

As [previously communicated](#), mask wearing is now required indoors while on campus property, regardless of vaccination status. This policy is a result of guidance from the Center for Disease Control (CDC) and the California Department of Public Health (CDPH) for areas where the COVID-19 transmission is high – Riverside County falls into this category.

Given the current increase in cases, it is a reminder that we are still in an ever-changing situation with a dangerous disease. To help ensure the safety of our

campus community, all employees are required to complete the [Daily Wellness Check](#) when working on campus property

For guidance on the use of face coverings, please visit the HR [Face Covering Policy webpage](#). Here you will be able to view the face covering policy as well as how to request a mask on campus, tips for wearing a mask in scientific settings, how to care for your face coverings and more.



A Safe Return to Campus

What to expect this fall on campus.

As UCR prepares to welcome faculty, staff and students to campus this fall, there will be public health and safety guidelines in place that all members of the campus community must adhere to. And while preparations are under way for a return to campus, the circumstances around COVID-19 are continually changing. As a result, campus guidelines will continue to evolve as guidance from local, state and national health authorities are updated.

For more information regarding a safe return to campus, please visit the [Campus Return website](#).



Meet the Employee and Organizational Development (EOD) Team

EOD's goal is to deliver employee development programs to help employees succeed by 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](#).

Featured Training

Managing the People Side of Change

Tuesday, September 21, 2021 | 11:00 a.m. – 12:00 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
Franklin Covey's The 4 Essential Roles of Leadership – LiveClicks Inspire trust, create vision, execute strategy and coach potential. Note: Registration deadline – 9/02/21	9/14-16/21	\$193	Register
Successfully Supervising Students Learning how to schedule, give effective feedback and create a student-friendly department.	9/22/21	None	Register
Franklin Covey's 7 Habits of Highly Effective People – LiveClicks Achieve greater productivity, improved communication, strengthened relationships, increased influence, and laser-like focus on critical priorities. Note: Registration deadline – 10/01/21	10/11-13/21	\$193	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
Time Management Principles	9/15/21	1-2:00 p.m.	Lela Dennis	Register
Awakening the Passion in Your Life	10/14/21	1-2:00 p.m.	Lela Dennis	Register

ComPsych – 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.

News

UC Learning Center FAQ Spotlight

Visit the [FAQ](#) page of the UC Learning Center website for answers to common questions such as:

- [I already completed this course, why am I still receiving assignment notices?](#)
- [I am not able to complete this eCourse what can I do?](#)

Coronavirus (COVID-19) – HR Information and Resources

Be sure to visit the [HR Coronavirus - COVID-19 Information and Resources webpage](#). Here you will find information and resources for UCR faculty and staff to navigate through the campus impact from COVID-19, including: the latest COVID-19 news and HR COVID-19 Resources: Return to Work, policies for Face Covering and Vaccinations, COVID-19 Q&A, and much more.

Campus Spotlight

Campus Townhall

Presentation of [Staff Flexible Work Survey results](#) as well as HEERF funding with Gerry Bomotti, Vice Chancellor, Planning, Budget & Administration and John Stephen Henderson, Interim Associate Vice Chancellor, Human Resources. If you missed the Campus Town Hall on August 16, 2021, please watch the [YouTube video – Town Hall – August 16, 2021](#).

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](#).



LEARNING

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.