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To: Hrtrainingnews@lists.ucr.edu
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UC RIVERSIDE Human Resources Employee and Organizational Development

PROFESSIONAL DEVELOPMENT MONTHLY

ACHIEVING RESULTS BUILDING RELATIONSHIPS CREATING THE FUTURE

Headline News

NEW! EOD Proudly presents a new leadership program! The **ASPIRING LEADER PROGRAM** is an online, self-paced e-Learning course program that provides an introduction to some of the core skills needed to begin developing leadership capabilities and become a successful leader. Visit: Aspiring Leaders Program Web Page

GARTNER'S 7 MUST-READ BUSINESS BOOKS FOR 2023
Gartner is the world's leading research and advisory company, offering an array of professional development resources for employees and managers at all levels. Check out Gartner's 7 recommended business books for 2023 and learn why you should take advantage of your Gartner membership.

GET FIT MENTALLY - There are multiple ways we can recharge, refocus, and maintain our health. Here are some great 'Get Fit Mentally' resources below:

- Faculty and Staff Assistant Program - FSAP Website
- Health Net Wellness Webinar Series, *Learn Healthy Ways to Live Your Best* - Health Net Series Link

Upcoming Programs and Classes

EOD Programs, Courses, and Classes

Course	Date(s)	Cost*	Register
Franklin Covey's Change: How to Turn Uncertainty into Opportunity Help individuals and leaders understand the human experience of change and develop the skills to successfully navigate any workplace change. ***Registration Deadline**: March 5, 2023*	03/7/23	$203	Register
Franklin Covey's Leading at the Speed of Trust Trust has been identified as the most critical competency for today's leaders. It affects everything you are trying to accomplish. Learn how	03/21-03/23	$203	Register

to develop, restore, and extend trust with the team you lead.
***Registration Deadline**: March 6, 2023*

Successfully Supervising Students Learning how to schedule, give effective feedback, and create a student-friendly department.	04/25/23	No Charge	Register

***Note**: a late session admission, 30 minutes after the course has begun, will not be given course credit and may incur program or no-show fees.*

ComPysch – Faculty & Staff Assistance Program (FSAP) Orientation

The following workshops are offered at **no cost:**

ComPsych Workshop Topic	Date	Time	Registration
10 Strategies for Improving Your Finances	03/09/23	1 – 2 PM	Register
Mental Awareness for Leaders	03/23/23	1 – 2 PM	Register
Preventing Employee Burnout	03/03/23	1 – 2 PM	Register
Self-Care Tips for Managers	04/13/23	1 – 2 PM	Register
Social Skills Refresh: How to Have Good Conversations in Social Situations	04/20/23	1 – 2 PM	Register

ComPysch – Faculty & Staff Assistance Program (FSAP) Orientation

If you missed FSAP Orientation, be sure to view the **recorded sessions** in the UC Learning Center:

Faculty Staff Assistance Program (FSAP) Orientation	Recording
Faculty Staff Assistance Program (FSAP) Manager/Supervisor Orientation	Recording

News

UC Learning Center Corner – New eCourses Available

Log into the UCLC learning management system at https://ucrlearning.ucr.edu/

UC Abusive Conduct in the Workplace
On January 1, 2023, the new Presidential Policy on Abusive Conduct in the Workplace prohibiting Abusive Conduct went into effect. The focus of this policy is to promote and maintain a healthy working and learning environment, in which every individual is treated with respect. In his policy issuance letter, President Michael V. Drake stated that this policy represents a critical step toward "strengthening an inclusive, respectful, and safe university community" and "expanding opportunity and excellence." This training covers the requirements of the Abusive Conduct in the Workplace policy. Topics include: Overview (Recognize Abusive Conduct), Prevention (Identify strategies to prevent), Procedures (Follow procedures to report, and be familiar with the University's response); and Resources (Access additional information).

SVSH Boundaries Awareness for SHS/CAPS
Overview of Campus Health Professional Boundary Training for Student Health Services (SHS) and Counseling and Psychological Services (CAPS). Topics include defining professional boundaries and boundary violations, establishing safety culture, responding to boundary violations, and reporting procedures.

Introduction to Supervising Others
Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it. This course will help supervisors become more efficient, proficient with delegating, setting goals and expectations as well as providing feedback to their team members.

Leading with Emotional Intelligence
Can you identify your emotions and understand why they are happening? What about the emotions of others? Are you skilled at spotting and responding to their cues? Those with high emotional intelligence readily recognize their feelings, manage their reactions, and build positive interactions with others. A skill that leads to success inside and outside the office, emotional intelligence is well worth refining. In this course you will learn what emotional intelligence is and boost your emotional intelligence skills by strengthening your personal and social competence.

Introduction to Change Management: The People Side of Change
Change is going to happen, and change is hard. If we don't manage it well, we become victims of the change.

Change can make us feel stressed, uncertain, anxious, or even frustrated if the change we want to make is difficult or sometimes even a complete failure. This course looks at what individuals and organizations experience during times of change and the process we all go through when faced with change.

Coaching for Results: Coaching to Improve Performance
Consistent coaching and feedback allows you to connect with employees and increase their productivity, job satisfaction, and engagement. This course identifies the necessary traits and methods of a successful coach, including positive intent, timely feedback, and respectful candor. Lastly, the course addresses the importance of delivering feedback in a meaningful way, openly receiving feedback, and then willingly using that feedback to make needed changes.

Ready. Set. Goal!
Successfully aligning an individual's goals with the University's performance development program and core competency model reinforces shared culture and values and ensures employees are focused on organizational priorities, centering their work on the goals and needs of their business unit. Setting goals is an essential part of being a successful leader and employee. Effective goals help motivate, increase success rates, provide clarity, focus action plans, facilitate cooperation, and improve performance. A comprehensive goal setting process helps us create a roadmap to get from where we are to where we want to go, providing a detailed plan on how best to reach our destination.

Campus Spotlight

Staff Assembly Events:

SAVE THE DATE: UCR Staff Conference, March 28 – 29, 2023
Featuring Craig Thompson, UCR Provost Elizabeth Watkins, and many other experts sharing avenues of professional development and career growth.

Remote/Hybrid Work Resource Center

As work schedules will continue to include hybrid/remote options across the UCR campus in 2022, we want to help faculty and staff be prepared to be able to work in whatever hybrid/remote option is chosen. Employee and Organizational Development (EOD) would like to invite you to learn about remote work learning resources available to UCR faculty and staff. For more information, please visit the Employee and Organizational Development webpage.

Topics from LinkedIn Learning:
- Let's Talk: Preparing for Your Performance Review
- Setting Expectations

Strategies for working remotely:
- Working Remotely
- Remote/Hybrid Work Technology and Applications
- Leading Remotely

Need training now? Visit LinkedIn Learning, via R'Space, and take advantage of curated collections.

Get to Know the Employee and Organizational Development (EOD) Team.

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.