

## Headline News



**NEW! Unlock Your Leadership Potential!** 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
<b>Successfully Supervising Students</b> Learning how to schedule, give effective feedback, and create a student-friendly department.	04/25/23	No Charge	<a href="#">Register</a>

### Franklin Covey's The 4 Essential Roles of Leadership

After extensive research the Franklin Covey team identified that the most effective leaders consistently live the 4 Essential Roles of Leadership as the foundational framework for their leadership success. That is, they inspire trust, create vision, execute strategy, and coach

05/2 – 05/4

\$203

[Register](#)

potential. By doing this, they engage their team to consistently help the organization achieve its most important results.

**Registration Deadline:** April 18, 2023

**Franklin Covey’s Unconscious Bias: Understanding Bias to Unleash Potential**

Unconscious biases are how our brains compensate for overload which can inhibit performance and lead to poor decision-making. Learn how to be aware of and address biases so you and your team can thrive, increasing performance and engagement.

05/24 – 05/25

No Charge

[Register](#)

**Registration Deadline:** May 17, 2023

**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
Self-Care Tips for Managers	04/13/23	1 – 2 PM	<a href="#">Register</a>
Social Skills Refresh: How to Have Good Conversations in Social Situations	04/20/23	1 – 2 PM	<a href="#">Register</a>
The Confident You: Taking Charge of Your Life	05/25/23	1 – 2 PM	<a href="#">Register</a>

**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	<a href="#">Recording</a>
Faculty Staff Assistance Program (FSAP) Manager/Supervisor Orientation	<a href="#">Recording</a>

**News**

**UC Learning Center Corner – New eCourses Available**

Log into the UCLC learning management system at <https://uclearning.ucr.edu/>



**COMING SOON – Impact23 Training!**

Look for the new Library Topic: Finance and Research Systems where new courses will be added in the lead up to the Impact23 implementation and existing related courses are already available. Check the Impact23 project website for the latest news and information about the implementation.



**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).



**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**

### **LEAD R' Ship Series – Leading for Introverts**

Guest speaker: Dennis McIver

**Date: Tuesday, April 11, 2023, 11:00am – 12:00pm**

**Register:** <https://ucr.zoom.us/meeting/register/tJAqceuqrDksHNYhfdUpEPgLOLOIKewXRaE8>

### **LEAD – DEI Panel**

**Date changed to the end of April 2023**

### **LEAD R' Ship Series – Emotional Intelligence**

Guest speaker: Sue Anderson

**Date: Tuesday, May 2, 2023, 11:00am – 12:00pm**

**Register:** <https://ucr.zoom.us/meeting/register/tJwscu-upzliHtPdSZykWl6-72Puot4caBku>

## **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](mailto:HRTrainingContacts@ucr.edu).**