



PROFESSIONAL  
DEVELOPMENT  
MONTHLY

**A** CHIEVING RESULTS   **B** UILDING RELATIONSHIPS   **C** REATING THE FUTURE

## Headline News

### The UC Management Skills Assessment Program: Call for Applications for 2023 Programs

The Management Skills Assessment Program (MSAP) is a unique experience designed to assess the management skills of current UC supervisors and managers. Participants demonstrate management skills in simulations and activities that mirror typical management scenarios. They are then provided feedback on their strengths and development areas, which they then use to create a development plan. The assessment program is held twice per year at the UCLA Lake Arrowhead Lodge. For more information (including dates, eligibility requirements, program fee) and to apply, please visit [msap.ucr.edu](https://msap.ucr.edu). | [Call for applications Spring 2023.docx](#)

### Highlander Mentor Connection

**Application Deadline: January 12, 2023**

The Highlander Mentor Connection (HMC) provides UCR staff with professional development through peer-to-peer mentorship. This program is open to all UCR staff, serving in the role of either a mentor or mentee. Participants have the opportunity to build connections, explore challenges, and enhance effectiveness as they design their personal growth and career paths. For more information, please visit the [Highlander Mentor Connection webpage](#).

**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](#)

ComPsych Personal Development/Work-Life Workshops. The following workshops are offered at **no cost**:

ComPsych Workshop Topic	Date	Time	Registration
The Art of Patience	01/19/23	1 – 2 PM	<a href="#">Register</a>
Autonomy: Strengthen Your Ability to Work Independently	01/26/23	1 – 2 PM	<a href="#">Register</a>

## EOD Course Catalog

Navigate and plan your professional development journey with the updated EOD Course Catalog! Please note the updated FY2022-23 course fees, and new LinkedIn Learning Content Collections, based on the UC Core Competencies.

[EOD Course Catalog](#)

## Upcoming Programs and Classes

### EOD Programs, Courses, and Classes

Course	Date(s)	Cost*	Register
<b>Successfully Supervising Students</b> This workshop will provide strategies relating to scheduling, giving effective feedback, and making your department student friendly. Participants will gain an understanding of what motivates student employees to work and perform their best.	12/13/22	No Charge	<a href="#">Register</a>
<b>Franklin Covey's 6 Critical Practices for Leading a Team</b> This workshop will equip you with the skills and tools you need to be an even better leader and manager of your team. The session will focus on how to get work done with and through others.	01/24 - 1/26/23	\$203	<a href="#">Register</a>

**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

	Date	Time	Registration
<b>Faculty Staff Assistance Program (FSAP) Orientation</b>	12/13/22	11 – 12 PM	<a href="#">Register</a>
<b>Faculty Staff Assistance Program (FSAP) Manager/Supervisor Orientation</b>	12/14/22	11 – 12 PM	<a href="#">Register</a>

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

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

## News

### UC Learning Center Corner

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

### **NEW** – UC Preventing Harassment & Discrimination Training Launched on October 17

These new courses provide information on preventing and responding to sexual violence and sexual harassment and what each of us can do to make our UC culture safer for all. They include a section specific to requirements under Title IX and the Clery Act. These courses contain information on sensitive topics that include sexual violence; if you find that you need an alternate activity to meet this requirement, please contact the [Title IX Office](#). Note, access is restricted by assignment.

- [UC Preventing Harassment & Discrimination: Non-Supervisors](#)
- [UC Preventing Harassment & Discrimination: Supervisors, Faculty, MSP](#)

### Supervisors — Corrections for Direct Reports

Please contact your department's payroll representative or [shared services center](#) to ensure UCPATH is accurate for any of the following issues:

- A direct report is no longer employed/working/volunteering at UCR
- Email address is incorrect
- Supervisor is incorrect [see FAQ for details](#)

This data originates in UCPATH and is pushed to the UC Learning Center. Please note, changes in UCPATH can take up to two business days to be reflected in the UC Learning Center.

### Need Help Logging In?

Looking for the latest information on how to access the UC Learning Center? Be sure to check out the following documents available in the Resources section of the [Access & Roles page](#) of our support site:

- [Access Matrix for Departments](#) — provides details on how to ensure your new hires can access the UCLC, recently updated with the [UCPATH-Banner Match Program](#) details.
- [User Access Flowchart](#) — to help all types of users find their path to accessing the UCLC.

## Campus Spotlight

### LEAD R'Ship Series – Leading in a Remote Environment

Tuesday, January 10, 2023, 11:00 AM – 12:00 PM | [Registration](#)

How has remote work changed how you manage and lead? While working in a remote environment provides many opportunities for teams, it also presents unique challenges to maintaining relationships and achieving goals. Leaders need to be adaptive in order to mobilize a remote workforce to meet these new challenges. Learn how to adapt as a leader and manage a remote team in Remote Leadership.

In this session, you'll learn how to be an effective leader and motivate your remote team while navigating change and common challenges. Team members will learn the skills needed to excel on virtual teams, while learning how to build trust, and increase productivity.

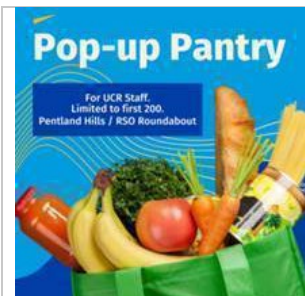
### STAFF ASSEMBLY UPDATES:

**Nominations Due for 'Get Recognized Awards'**

### It's time to nominate your colleagues and peers for Get Recognized Awards!

The Staff Assembly Recognition Committee will review submissions and select up to two winners each month. Each month's winners will receive a gift, be featured on the Staff Assembly website, and receive campus recognition during a special session. [Staff Assembly Nomination Link](#)

**Staff Pantry: Dec. 9 | 1 - 5 p.m. | [Staff Pantry Link](#)**



### [UCR Staff Pantry - UC Riverside](#)

UCR Staff Pantry Walk-up ONLY Fruit Vegetables Cereal Pasta & More FREE non-perishable food items available to all UCR Staff 1 p.m. - 4 p.m. Wednesday, June 8 Pentland Hills/RSO Roundabout (Turn left on Linden Street & right onto Pentland Way, near Lot 21 QUESTIONS? Contact [staffassembly@ucr.edu](mailto:staffassembly@ucr.edu) Limited to 125 staff on a first-come basis Want to volunteer? [events.ucr.edu](http://events.ucr.edu)

**Coco & Cookies: Annual Holiday Celebration: Dec. 15 | 11:00 a.m. - 1 p.m. | [Coco & Cookies Link](#)**



**[UCR Staff Assembly Holiday Party: "Coco & Cookies"](#)**

Please join us for our annual Staff Assembly Holiday Party, "Coco & Cookies." Free and open to all staff members and student employees. Wear your most festive holiday attire for extra raffle tickets. Play fun games with your UCR colleagues. Enjoy some delicious hot cocoa and holiday cookies. Other ways to get extra raffle tickets: Show your Society '54 membership pin. Bring donations for R'Party (food and hygiene products), R'Closet (professional attire and accessories), R'Kids (clothes, toys, other child/infant related products). Listen for more opportunities to get extra raffle tickets throughout the event. Questions? Want to help? Want to donate an item for the raffle? Contact Julie Salgado at [julie.salgado@ucr.edu](mailto:julie.salgado@ucr.edu) or [events.ucr.edu](http://events.ucr.edu)

## 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:

- [What's Next – Reinventing Work in the New Normal](#)
- [Change Management Foundations](#)
- [Managing Organizational Change for Managers](#)
- [Change Management Tips for Individuals](#)
- [Improve Your Hybrid Workforce Skills](#)
- [Supporting Your Team as Offices Reopen](#)

### HR Information and Resources

- [Return to Campus](#)
- [Face Covering Policy](#)
- [Return-to-Work Parking Information](#)
- [Remote Work /Telecommuting Agreement](#)
- [Coronavirus \(COVID-19\)](#)

**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).**