The Employee & Organizational Development (EOD) 2020-21 Course Catalog offers tools and resources to help you succeed and excel in your professional role at UCR through engaged learning and focused customer service. Check out the new additions under UCR Tailored Programs:

- Coaching for Results
- Difficult Conversations
- How to Make Feedback Work for You
- Eliminating Harassment, Intimidation, and Bullying

Featured Training

Staff Assembly Lunch & Learn

**Hindsight is 2020**  
Wednesday, January 13, 2021 | 12:00 – 1:00 p.m.

Reflect on 2020; what we learned, mistakes we made, and how we can leverage these lessons for 2021.  
Register: [Lunch and Learn: Hindsight is 2020 Registration](#)

Upcoming Programs and Classes

**ComPsych – 2020 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 this December 2020 through February 2021:

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
<th>Campus Coordinator</th>
<th>Registration Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning to Say “No”</td>
<td>12/01/20</td>
<td>1–2:00 p.m.</td>
<td>No cost</td>
<td>Lela Dennis</td>
<td><a href="#">Learning to Say “No”</a></td>
</tr>
<tr>
<td>Staying Connected: Keeping the Spark Alive in Your Relationship</td>
<td>12/02/20</td>
<td>1–2:00 p.m.</td>
<td>No cost</td>
<td>Lela Dennis</td>
<td><a href="#">Staying Connected: Keeping ...link</a></td>
</tr>
</tbody>
</table>
### EOD Programs, Courses and Classes

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Dates</th>
<th>Cost</th>
<th>Registrations Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eliminating Harassment, Intimidation and Bullying (HIB)</td>
<td>Eliminating Harassment, Intimidation and Bullying</td>
<td>12/08/20</td>
<td>None</td>
<td>Eliminating Harassment...Link</td>
</tr>
<tr>
<td>Eliminating Harassment, Intimidation and Bullying (HIB)</td>
<td>Eliminating Harassment, Intimidation and Bullying</td>
<td>1/12/21</td>
<td>None</td>
<td>Eliminating Harassment...Link</td>
</tr>
<tr>
<td>Delegation Skills - Webinar</td>
<td>Enhance delegation skills</td>
<td>1/21/21</td>
<td>None</td>
<td>Delegation Skills - Webinar</td>
</tr>
<tr>
<td>Franklin Covey’s 7 Habits of Highly Effective People</td>
<td>Timeless principles of effectiveness</td>
<td>1/26/21</td>
<td>$158</td>
<td>Franklin Covey’s 7 Habits...Link</td>
</tr>
<tr>
<td>Coaching for Results</td>
<td>Coaching for results</td>
<td>1/26/21</td>
<td>None</td>
<td>Coaching for Results</td>
</tr>
</tbody>
</table>

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

### LinkedIn Learning on Demand Courses

#### Resiliency
- Leaders: Make Your Teams More Agile, Creative and United
- Developing Adaptability as a Manager

#### Courses Tailored for Today’s Unique Working Environment
- Collaborative Leadership
- Igniting Emotional Engagement

#### Evergreen Courses Addressing Challenges in Today’s Working Environment
- Cultivating Cultural Competence and Inclusion
- Confronting Bias: Thriving Across Our Differences
Change to LMS Access for Contingent Workers

Contingent workers (CWRs) should now be able to log in directly to the UC Learning Center learning management system (LMS). Hiring departments may need to take an additional step during the onboarding process to facilitate access, depending on the CWR’s student status and SSN status.

Details are available in the Access section of the LMS support website, where you may also download the new UC Learning Center LMS Access Matrix for Departments.

UC Systemwide People Management Series and Certificate

The UC Systemwide People Management Series and Certificate is a program for all People Managers and aspiring managers. The program consists of Core and Elective Courses, which include local and systemwide programs and eCourses, as well as in-person learning. For more information, visit the UC People Management Series and Certificate webpage.

Program cost: no charge

SkillSoft eCourses

New eCourses are now available from SkillSoft on Resilience and Virtual Teams. Please click on the following links for the eCourse description and registration:

<table>
<thead>
<tr>
<th>eCourse</th>
<th>eCourse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing in a Crisis</td>
<td>Exploring Virtual Collaboration</td>
</tr>
<tr>
<td>Forging Ahead with Perseverance and Resilience</td>
<td>Facing Virtual Team Challenges</td>
</tr>
<tr>
<td>Organizations Change So Get Ready</td>
<td>Organize Your Physical and Digital Workspace</td>
</tr>
<tr>
<td>Take a Deep Breath and Manage Your Stress</td>
<td>Cisco Webex Meetings: Organizing &amp; Hosting Meetings</td>
</tr>
<tr>
<td>The Art of Staying Focused</td>
<td>Cisco Webex Teams: Using the Collaboration Tools</td>
</tr>
<tr>
<td>Becoming a Successful Collaborator</td>
<td>Google Hangouts Meet: Using Hangouts Meet on the Web</td>
</tr>
<tr>
<td>Navigating Challenging Situations with Diplomacy and Tact</td>
<td>Join me for Windows: Organizing, Hosting &amp; Joining Meetings</td>
</tr>
<tr>
<td>Contributing as a Virtual Team Member</td>
<td>LogMeIn GoToMeeting: Organizing &amp; Hosting Meetings</td>
</tr>
<tr>
<td>Developing Your Resilience as a Healthcare Professional</td>
<td>Microsoft Teams: Communicating via the App</td>
</tr>
<tr>
<td>Establishing Effective Virtual Teams</td>
<td>Skype for Business 2016: Getting Started</td>
</tr>
</tbody>
</table>

ComPysch – Faculty Staff Assistance Program Orientation

FSAP Orientation
Wednesday, December 16 | 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 this resource as a tool available to you and your household family members. 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, December 17 | 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).

**Videos: FSAP Orientations**
If you missed any of the FSAP Orientations, you can view the following orientation videos:
- FSAP Orientation
- FSAP Manager/Supervisor Orientation

**UC Accessibility Guide**
In conjunction with the UCOP Accessibility Workgroup and UC Electronic Accessibility Committee, Systemwide Talent Management is proud to introduce a new PDF accessibility training resource – a comprehensive Word-to-PDF and PDF Accessibility Guide.

The Guide centers around two checklists, each of which presents a series of simple yes-or-no questions designed to assist users of any experience level in assessing their documents’ accessibility and making improvements where necessary. This incremental approach – tackling one accessibility question and, if necessary, one accessibility solution at a time – should make the process of ensuring robust accessibility less intimidating and more manageable for all.

Additionally, courses around learning about and applying accessibility principals in many different areas are available under the Accessibility topic of the UC Learning Center library.

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**Campus Spotlight**

**Save the Date – Staff Assembly Conference**

**Staff Assembly 1st Professional Development Conference – by Staff for Staff**
March 23 and 24, 2021

The Professional Development Conference 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.

**LEAD R’Ship Series**

**How to Lead a Team in a Hybrid Environment**
Wednesday, December 9 | 11:00 a.m. – 12:00 p.m.

Come join LEAD for our second session of our LEAD R’ Ship Series. We will be discussing *How to Lead a Team in a Hybrid Environment* with Lisa Laws and Linda Aguilera.

Register: [How to Lead a Team in a Hybrid Environment Registration](#)

**Relationship Building**

If you missed November’s Lead R’ Ship Series on “Relationship Building” with Brittany Fraser and Lela Dennis, be sure to view the YouTube video – *Relationship Building*.

For more information about Leaders of Excellence and Distinction, visit the Leaders of Excellence and Distinction (LEAD) webpage.
Are you a UCR Employee Interested in Sustainability?

The Employee Sustainability Ambassador Program (ESAP) aims to provide a forum for sustainability discussions and regular updates on sustainability at UCR and the community. Through this program, employees will have an opportunity to attend an initial 30-45-minute virtual orientation session followed by short virtual meetings every other month to discuss and raise questions about sustainability. Ambassadors will then be requested to share provided material with their departmental colleagues to enhance sustainability awareness in their workplaces. Complete the online interest survey today!

Program cost: no charge

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.

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.