CREATE AN EFFECTIVE INDIVIDUAL DEVELOPMENT PLAN (IDP)
February 24, 2015, 9:00am-12:00pm
Learning Center, Torrey Pines Center South
Learn how to create an Individual Development Plan (IDP) - an organized approach to learning and professional development designed to improve competence in skills needed for career growth or enhance the strengths you already possess using the UC San Diego 70:20:10 learning strategy.

MAXIMIZING GENERATIONAL DIVERSITY
March 10, 2015, 8:30am-11:30am
Training Center North, Torrey Pines Center North
This workshop explores tools that can enhance the productivity in a multi-generational workplace. Learn about general characteristics of each generation, sources and solutions for misunderstanding, and suggestions on using diversity productively in the workplace.

FOR MANAGERS/SUPERVISORS

UCSD PERFORMANCE APPRAISAL PROCESS
February 26, 2015, 8:30am-11:30am
Training Center North, Torrey Pines Center North
Learn how to conduct the performance appraisal process at UCSD. Topics include the process and timeframe, understanding the ratings, writing statements to support ratings, and additional tools and resources. Make a commitment to enhance your supervisory skills and join us!

UPCOMING CLASSES

DEVELOPING ASSERTIVE SKILLS (2 days) 2/18/15 - 2/25/15
USING THE CAMPUS CMS 2/19/15
DEPARTMENTAL SECURITY ADMINISTRATOR (DSA) TRAINING 2/20/15
BUDGETING 135: STAFFING LIST BASICS 2/24/15
TRAINING ONE-ON-ONE 2/26/15
MYTRAVEL: POLICIES AND PROCEDURES 3/4/15
EFFECTIVE BUSINESS WRITING 3/5/15
WORKPLACE BULLYING, FEAR AND BUILDING TRUST 3/11/15
COMMUNICATION TOOL BELT 3/19/15

THE UC LEARNING CENTER HAS BEEN UPGRADED
You’ll see changes when you login to the UC Learning Center including a more modern look and improved browser compatibility.

For more details, visit our Blink page on the UCLC.
Staff Education is hosting webinars on the new look of UCLC:
• 2/17, 1:30pm-2pm: Overview for general access
• 2/17, 2pm-2:30pm: Overview for managers/instructors

Webinar* call/login information (for both sessions):
• Number to dial: 866-740-1260
• URL: www.readytalk.com
• Access code for both: 8223346

*Space is limited. Additional sessions will be held on demand.

Questions about the update?
Please email lms-support@ucsd.edu.

FEATURED E-LEARNING TOOL: VIRTUAL INSTRUCTOR
Virtual Instructor offers live one hour, instructor-led online courses and consultation on computer software applications at a low cost. Classes include: Adobe Acrobat, Adobe Creative Suite, Microsoft Office Suite, Sharepoint, and more!

• UCSD Pricing* for Annual Subscription: $250 per person
• Single Class Pricing: $30 per person

*Payment can be made via check or index number. For more information, contact staffeducation@ucsd.edu.

SAYING THANKS TO ALL OUR PARTNERS!
On Wednesday, January 28, we invited 2014-2015 instructors and partners of Staff Education and Development to an appreciation luncheon.

Entertainment featuring singer/songwriter Jessica Lerner and student groups, Sitaare and Raas Ruckus, were the highlight of the event.

Each attendee received a gift of a desktop mobile phone stand. We also had raffle prizes, including a basket full of training tools, and the grand prize winner received a wireless speaker!