Creating an Effective Individual Development Plan (IDP)
January 20, 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.

Collaborate with Ease and Laughter
February 4, 2015, 8:30am-12:30pm
Huerta Vera Cruz Room, Student Center

Collaborating is not easy, especially with so many different work styles, strengths, and personal values. In this playshop, you will learn about your personal collaboration style, learn to listen appreciatively to others' styles, understand how to adapt to others' to get things done AND nurture strong relationships based on trust. We will play with taking on different roles and behaviors and practice new skills in the session itself, all while having fun and laughing!

Skillsoft offers hundreds of free courses, books and videos. Virtual Instructor offers live instructor-led courses/consultation at a low cost. Learn more about the differences on Blink.

**Skillsoft**  skillportss.ucsd.edu
**Virtual Instructor**  virtualinstructor.com

We encourage you to take advantage of these opportunities

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**E-LEARNING OPTIONS**

Using the Campus CMS  1/13/15
Effort Reporting: ECERT Basics and the ECERT Learning Lab  1/14/15
Designing Workplace Training  1/15/15
PPS Update - Fundamentals  1/22/15
Building Productivity through Respect and Dignity  1/27/15
Rady School of Management: Negotiation Skills  1/29/15

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**FOR INSTRUCTORS**

For staff who currently teach classes through Staff Education, we invite you to attend the following training:

**Instructor Camp.** February 5, 2015, 8:30am-12:30pm
Training Center North, Torrey Pines Center North

If you are interested in becoming an instructor, please contact staffeducation@ucsd.edu for more information.

**FOR MANAGERS/SUPERVISORS**

**Enhancing Employee Engagement**
January 29, 2015, 8:30am-4:30pm
Training Center North, Torrey Pines Center North

Research shows that less than 1 in 3 employees are engaged at work! Engagement is found at the intersection of job satisfaction and effective contributions. Participants will learn strategies and tools for increasing engagement.

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**FROM THE STAFF ED DIRECTOR...**

Happy New Year! It's the time of year when many of us are busy making resolutions and setting goals. Why not set a professional development goal? Staff Education and Development is more committed than ever to providing you with the resources you need to support professional development. This newsletter is one way we’ll be keeping you up-to-date on the latest course offerings, e-learning, and special events. We're here to help and would love to assist you with your professional development planning. Contact us at staffeducation@ucsd.edu.

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**DID YOU KNOW...?**

70% of learning at work happens on the job, 20% from others we work with, and 10% from classes, trainings, books, or videos.