Changes to the Performance Appraisal Process

Did you know... the performance appraisal period for non-represented staff is changing? The current period will end on April 30, 2016 and going forward, the performance review period will be from May 1 to April 30.

Did you know... an IdeaWave campaign was held on the Staff Performance Appraisal Process? IdeaWave is an innovation collaboration tool to share and develop ideas to improve the way we work at UC San Diego and this campaign closed on December 20, 2015. Recurring idea themes include converting to electronic processes, establishing consistent evaluation standards, rewards and recognition, and upward feedback.

Did you know... Staff Education and Development has created new courses to support both supervisors and employees during the performance appraisal process.

FOR MANAGERS/SUPERVISORS

Leading Your Employees Through Change
Wednesday, March 23, 2016, 8:30am-4:30pm
Training Center North, Torrey Pines Center North

Have you been tasked with leading a team through change? Learn tools and techniques for coaching others through change using the ADKAR model. Information on the change process, charting a plan for change, managing resistance, and how to be an effective leader during change will also be provided. Materials Fee: $380

FEATURED CLASSES AND PROGRAMS

To register, visit uclearning.ucsd.edu.

Accomplishing More with Less
Thursday, April 7, 2016, 8:30am-4:30pm
Training Center North, Torrey Pines Center North

Feeling overwhelmed by all the conflicting priorities at work? Are you stressed by interruptions and emails? This workshop will help you work more strategically instead of working harder by offering a framework for managing time, competing priorities, and the email overload. Learn tools to help you stay focused and achieve meaningful results. This class fills up quickly so sign up today! Materials Fee: $175

UPCOMING CLASSES

Moving Toward Multicultural Competence 3/15/16
Someone Tried to Serve Me What Should I Do? 3/16/16
Subpoena at UCSD
RADY: Mindful Leadership 3/29/16
Presentation Skills 101 3/31/16
Investment Advanced 4/12/16
Managing Meetings and Groups Effectively 4/20/16
Situational Leadership 4/28/16
How to Manage in a Union Environment 4/28/16

Our featured resources this month include books, courses, and videos that will help stoke your latent creativity to become more innovative, both individually and as a team. In this month’s highlighted Executive Summary, you will find a thought provoking piece that applies the seven elements of improvisation to the development of creativity and innovation in business. Finally, whether exploring the featured courses or watching the short videos, you will see that the video player has been updated to promote a smoother and more positive learner experience. We hope that you enjoy the upgrades!

For managers/supervisors

Innovation and creativity are essential tools not just in an artist’s studio and in life in general, but in all aspects of business. Without creativity we would not be innovative and without innovation there would be no progress. By designating time, drawing upon our diversities, and adopting an openness for communication, we can all work toward promoting a creative work environment which allows for innovation and leads to progress and success.

Updates from Skillsoft

Your Free Online Learning Tool

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Upcoming Skillsoft Live Event:
Unconscious Bias: The Hidden Barrier
Tuesday, March 8, 2016, 9:00am-10:00am

To view the live event, log onto Skillsoft eLearning and click “Live Events” on your left.

Related Resources
Performance Management Learning Roadmap *
Performance Management Certificate *

*includes information on eight UC Performance Management e-learning modules available on UC Learning

CHANGE TO THE PERFORMANCE APPRAISAL PROCESS

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Performance Appraisal Classes for All Staff
Preparing for Your Performance Appraisal
Creating an Effective Individual Development Plan

Performance Management Classes for Managers/Supervisors
Coaching for Performance
The Manager’s Role in Employee Development
UC San Diego Performance Appraisal Process

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