**INTRODUCING A NEW VIRTUAL TRAINING OPPORTUNITY FOR SUMMER 2015!**

The Accomplishing More In Less Time, Less Effort, and Less Stress Leadership Program (AMLP) is designed to help participants develop and practice the leadership skills that are crucial in today's information overload and über-fast-paced work environment.

Offered over a 12-week period, this program consists of an innovative blend of live sessions (via web/phone conferencing) and is offered to UC at a special rate of $295, saving $1000 over the regular rate!

Learn how to manage time, priorities, and interruptions, work strategically instead of working harder, and effectively manage the digital overload.

Dates: May 28 - August 13, 11am-12pm (App Deadline - 4/30)

Contact Staff Education & Development for more information.

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**FEATURED E-LEARNING TOOL:**

**VIRTUAL INSTRUCTOR ANNUAL SUBSCRIPTION**

**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!

- Current Rate: $250 per person for unlimited access to classes and consultations

Effective July 1, 2015, Virtual Instructor pricing will increase. Sign up for one full year's access today at the lower rate! Single class is pricing is also available at $30 per class. For more information, contact Staff Education.

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**FEATURED CLASSES AND PROGRAMS**

To register, visit uclearning.ucsd.edu.

**Strengthening Communication Effectiveness with the Myers Briggs Type Indicator (MBTI)**

Tuesday, May 19, 2015, 8:30pm-11:30am
Learning Center, Torrey Pines Center South

Learn about how your personality preferences and natural ways of communication may impact your work and personal life. By knowing your MBTI type, you will gain insight on ways to communicate effectively with other types and personalities.

**Social Media and Online Safety at Work**

Monday, June 1, 2015, 1:00pm-4:00pm
Learning Center, Torrey Pines Center South

This workshop provides a basic understanding of using social media for the enrichment of university programs. Learn how to use social media safely, with an emphasis on applicable laws, legal risk mitigation, security tools and settings, and best practices to prevent cyber intrusion.

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**FOR MANAGERS/SUPERVISORS**

**Coaching for Performance**

Tuesday, June 9, 2015, 8:30am-11:30am
Training Center North, Torrey Pines Center North

Coaching is the ability to release an individual’s latent talent and skills through a process of self-awareness initiated by the coach. Join us to identify your strengths and opportunities for improvement in the area of coaching, learn and practice key coaching activities, and develop a coaching plan. This course is part of the Performance Management Certificate Program.

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**UPCOMING CLASSES**

- **Effective Business Writing** 5/1/15
- **Confidentiality of Records** 5/15/15
- **Rady School of Management: High Performing Distributed Teams** 5/21/15
- **Wills and Trusts: How to Cover Your Assets** 5/26/15
- **Caring for Aging Parents: Smooth Transitions** 5/28/15
- **Enhancing Quality Customer Service Skills** 6/10/15
- **Training One-on-One** 6/18/15
- **Driving UCSD Vehicles and Electric Carts** 6/23/15
- **How to Manage in a Union Environment** 6/23/15

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**CHANGE MANAGEMENT AT UCSD**

This year, Staff Education is hosting “Successful Change: Delivering the Future of UC San Diego,” a series of three interconnected campus-wide programs designed by Prosci, a leader in change management research.

The ADKAR model on the left is a helpful tool discussed in many of our workshops.