Did you know... November is National Career Development Month!

Staff Education and Development is here to help all UCSD staff achieve their career development goals.

Check out our Creating an Individual Development Plan class to learn about the 70:20:10 strategy, an organized approach to learning experiences designed to help build or enhance the skills you need to advance in your career.

**Effective Business Writing**
Friday, December 4, 2015, 8:30am-4:30pm
Learning Center, Torrey Pines Center South

Learn effective business writing techniques during the interactive and engaging course, including tips to compose dynamic letters and email messages. This workshop is intended for those who want their business communication to reflect confidence and professionalism. Fee — $70

**FOR MANAGER/SUPERVISORS**

**New Supervisor Orientation**
Monday, December 7, 2015, 8:30am-4:00pm
Atkinson Pavilion, UCSD Faculty Club

This training will provide an overview of the key principles, policies, and practices that supervisors need to be aware of in order to be effective. This training is for those who have recently become an officially designated supervisor or manager, either by reclassification or as a new hire.

*Please note this training is only available to non-Health Sciences staff at this time.* Health Sciences employees are encouraged to contact Health Sciences HR for applicable policies and available resources.

**THIS MONTH WITH TAKE 10**

Have you wanted to manage your work load to accomplish more each day? Would you like some tips to increase your productivity?

The Take 10 suggested resources which are highlighted this month will suggest some ways to boost your personal productivity. Check them out on Skillsoft!

**UPCOMING CLASSES**

- **Basic Elements of Records Management** 11/6/15
- **Motivating the Student Employee** 11/6/15
- **Risk Management: Your Role in Managing Departmental Exposures** 11/12/15
- **Managing Workplace Conflicts** 11/18/15
- **Change Management Orientation for Employees** 12/1/15
- **Long-Term Care and Other Insurance Plans** 12/3/15
- **Rady: Cross-Cultural Communication** 12/9/15
- **Job Accommodations: Saving Jobs** 12/10/15

**UPDATE FROM SKILLSOFT**

Your Free Online Learning Tool

**New Features Just Added!**

- **Executive Book Summaries** – These are short book summaries (most are approximately 8 pages in length) that highlight best practices in business and leadership.
- **Blink SkillSoft Page** – Direct link spreadsheet highlighting courses to help you utilize Word, PPT, Excel and Outlook portions of the MS Office Suite.

**Coming Soon!**

- **New Course Player for SkillSoft courses** – December 2015.

**UCSD STAFF EDUCATION AND DEVELOPMENT RECOGNIZED WITH 2015 PEAK AWARD**

The Association for Talent Development (ATD) San Diego honors outstanding learning and performance achievements through its Performance Excellence and Applied Knowledge (PEAK) performance awards. Staff Ed was recognized for building change management capacity at UC San Diego through the “Delivering the Future of UC San Diego” change management initiative.