Manager’s Toolkit 2.0—Fall 2015
October 8 - December 17, 2015
Thursdays from 8:30am-12:30pm

This series will teach key management principles to apply skills and attitudes on the job as a supervisor. Participants will be exposed to common managerial situations and complete a 360° feedback assessment.

Topics include problem solving, management style, building an innovative culture, leading and facilitating teams, changing dynamics in the workplace, and more!

A mandatory orientation to the program and 360° assessment overview will be conducted on September 10, 2015 from 11:00am-12:00pm. Fee — $1,470

To register and for additional information, go to: http://blink.ucsd.edu/HR/training/programs/upcomingevents.html

Principles of Effective Communication
September 10, 2015, 8:30am-12:30pm
Learning Center, Torrey Pines Center South

This FREE workshop is designed to build competence in foundational communication skills through practice and reflection. Participants will learn the importance of nonverbal and verbal cues, as well as practice making requests, providing feedback, and communication during conflict.

To register, visit ulearning.ucsd.edu.

FOR MANAGERS/SUPERVISORS

Coaching for Performance
September 15, 2015, 8:30am-11:30am
Training Center North, Torrey Pines Center North

At this FREE workshop, participants will identify their strengths, learn and practice key coaching activities, and develop a coaching plan. This class is intended for those who direct the work of others, including supervisors and work leaders.

The Accomplishing More Leadership Program
October 6, 2015—December 3, 2015

This program features an innovative blend of in-person sessions and virtual learning conducted over a two-month-period. Participants focus on behavioral changes and initiative-taking to create breakthrough results. This program will help leaders overcome the information overload while developing and practicing quality leadership skills. Fee — $350

UPCOMING CLASSES

MyEvents: Policies and Procedures 9/2/15
Training Adults at Work 9/15/15
Creating an Effective Individual Development Plan 9/22/15
FinancialLink 101: The Basics 9/23/15
Rady School of Management: Power and Leadership 10/14/15
Someone Tried to Serve Me What Should I Do? Subpoena at UCSD 10/14/15
Driving UCSD Vehicles and Electric Carts 10/14/15
Assisting the Assistants 10/23/15
Rady School of Management: Cultivating Creativity 10/27/15—10/28/15
Confidentiality of Records: Privacy/Access/The Law 10/30/15

SKILLSOFT E-LEARNING: DID YOU KNOW...

Did you know that SkillSoft offers FREE self-study resources for certification tracks in the following areas:

Lean Six Sigma, PMI (Project Management), a variety of IT Certification tracks, and Microsoft Office certification training.

You will find these training resources by logging into SkillSoft (also found under Personal Tools on the Blink homepage), clicking on Browse the Library, and selecting topics from the Certification Library.

REXBUSTION AND RESILIENCE AT THE STAFF ED RETREAT

Staff Education recently held our summer retreat at the Martin Johnson House at the Scripps Institution of Oceanography.

We invited Dr. Ken Nowack of Envisia Learning to lead a discussion about being an effective employee through successfully managing stress, developing resiliency, and getting some much needed sleep. It was a great day to get away from the office, walk down to the Shores, and take in some sun!