**FEATURED CLASSES AND PROGRAMS**

**TIME MANAGEMENT & BEYOND: THE PERFECT 15-MINUTE DAY METHOD**

Tuesday, November 15, 2016, 1:30 - 4:00pm  
Training Center North (Torrey Pines Center North, Plaza Level)

Tackle today's workplace challenges with a mindfulness technique to help you skillfully manage through the most demanding work environments.

FEE: $90

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**DEVELOP YOUR LEADERSHIP SKILLS**

**COMING IN JANUARY: UC PEOPLE MANAGEMENT CERTIFICATE**

This program is for anyone who manages or supervises others and consists of core and elective courses covering the following topics: Performance Management, Managing People, Administration and Operations, Change Management and Communications. It is designed to increase our people management capabilities at UC San Diego as well as across the entire UC system.

The benefits of the program include:

- Building baseline management skills for all people managers
- Providing flexibility to complete the program with all online courses or a combination of online and in-person courses

All courses will be available from the UC Learning Center. Check [Staff Education and Development Certificate Programs](#) in November for more information.

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**UPCOMING CLASSES**

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
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<tbody>
<tr>
<td>Career Connection: Changing Up Your Career (Panel)</td>
<td>11/3/16</td>
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<tr>
<td>Developing Your Assertive Skills</td>
<td>11/8/16 &amp; 11/15/16</td>
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<tr>
<td>Conversations with Campus Leaders: Steven Ross</td>
<td>11/9/16</td>
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<tr>
<td>Coaching for Performance</td>
<td>11/10/16</td>
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<tr>
<td>Time Management &amp; Beyond: The Perfect 15-Minute Day Method</td>
<td>11/15/16</td>
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<tr>
<td>Accomplishing More with Less</td>
<td>11/16/16</td>
</tr>
<tr>
<td>Effective Business Writing</td>
<td>12/2/16</td>
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<tr>
<td>New Supervisor Orientation (2016)</td>
<td>12/13/16</td>
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**ACCOMPLISHING MORE WITH LESS**

Wednesday, November 16, 2016, 8:30am - 4:30pm  
Training Center North (Torrey Pines Center North, Plaza Level)

This workshop covers topics related to managing time, priorities, interruptions, e-mail, calendar, and to-do lists, as well as organizing electronic and paper documents, and most importantly being invigorated and re-energized in the workplace and elsewhere.

FEE: $175 including the accompanying books

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**Develop Your Leadership Skills**

The campus learning theme for 2016-17 is Collaboration, which figures strongly in the campus strategic plan. Staff Education and Development is committed to helping you develop collaborative skills and relationships to enhance your job performance, realize your project goals, and strengthen the bonds of the campus community.

As we head into the holiday season, let's focus on one of the building blocks of collaboration: building relationships.

What can you do to be a better relationship builder? We suggest watching a 2-minute video “Three Relationship Building Blocks,” or reading a book “Collaborating for Results: Silo Working and Relationships that Work” - both are highlighted this month on UC San Diego's Skillsoft landing page.

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**CONVERSATIONS WITH CAMPUS LEADERS**

featuring Steven Ross, Associate Vice Chancellor,  
Academic Affairs Resource Administration

Wednesday, November 9, 2016, 12:00 - 1:00pm  
Huerta-Vera Cruz Room, in the Old Student Center

This event will be moderated by Linda Veliz, Principal Consultant, Staff Education and Development.

Conversations with Campus Leaders is an ongoing series of lunchtime discussions with UC San Diego leaders, including vice chancellors, assistant vice chancellors, middle managers and deans, that provides an informative look at leadership in higher education. Leadership philosophies, experience, and lessons learned will be among the topics of conversation.

FREE! RSVP on [UC Learning Center](#) by clicking on the linked title above, or search keyword “CCL”