

STAFF EDUCATION & DEVELOPMENT NEWSLETTER

"our learning strategies, your professional success"

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FEATURED LEARNING & DEVELOPMENT (L&D) SOLUTIONS

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UC LEARNING NEWS



We have some exciting news regarding the [UC Learning Center](#)! We have created a new UC Learning Center mailing list so that you can receive updates on upcoming system upgrades, scheduled and unscheduled downtime, and other important announcements.

We encourage all staff to sign to subscribe to the [UC Learning Center mailing list](#) to always keep up to date.

If you have any questions about the UC Learning Center you can contact the Staff Education & Development UC Learning Center support team at <https://ask.ucsd.edu/> and choose *UC Learning Center* as your primary category

INDIVIDUAL DEVELOPMENT PLAN

November is National Career Development month! During this time consider getting a start on your [Individual Development Plan \(IDP\)](#). The IDP is a tool to assist you in career and personal development that will help you reach short and long-term goals, as well as improve current job performance.

Whether you are looking to grow in your current position or identify your career goals - the IDP will help you reach those goals. [Career Connection](#) provides a variety of workshops that will help you through the career planning process of the IDP. For more information, e-mail career@ucsd.edu.

SKILLSOFT - YOUR FREE E-LEARNING TOOL

National Career Development Month Resources on SkillSoft

Some of the many resources for career planning and development are on SkillSoft. Here are just a few:

- ◇ E-courses: *Developing a Plan to Further Your Career; Getting Your Career on the Right Track*
- ◇ E-books: *Career Management for Life; Career Development All-In-One for Dummies*
- ◇ Quick E-video: *Building Career Development Programs and Succession Planning (3 min)*

There are many more - visit [UC San Diego's SkillSoft e-learning tool](#) and search for "career development."



NOTE FROM THE INTERIM DIRECTOR

Happy National Career Development Month! This is a great time to reaffirm that you are the best manager of your own career development path. After all, you know the most about your passions, aspirations and plans. We encourage you to put time on your calendar this month to map out your long- and short-term career goals. One exercise I always find helpful is to identify *Keep, Stop, Start* goals: the activities and skills you love using in your current role and want to *Keep* using in the future; the ones you like least and would like to *Stop* doing as you progress on your career path, and the ones you want to learn and grow to *Start* doing. Once you have identified your *Keep, Stop, Start* goals, write down some specific, measurable short-term goals you can achieve to move you forward. Your next step is to ask for help. Ask for, and be open to, feedback. We love when supervisors take the lead in providing ongoing constructive feedback and leading discussions about your development. (Shout out to all you supervisors doing this!) If your supervisor isn't already doing this, ask for that feedback. Look for opportunities to network. And, as always, remember that Human Resources and Staff Education & Development are here to help. Check out [Career Connection on Blink](#) for information about resume help, informational interview guidance, workshops and more.

- Anne Curtis

UPCOMING CLASSES

Employment Hiring: Streaming the Recruitment Process	11/6/19
Faculty Search Committee Training for Inclusive Hiring	11/12/19
Career Connection: Personalizing Your Career Path	11/19/19
Wills, Trusts, and How to Cover Your Assets	11/20/19
Supporting Students of Concern	11/21/19
Long-term Care and Other Insurance Plans	12/4/19
Supporting Students of Concern	12/5/19
Online Timekeeping	12/10/19

To register, visit uclearning.ucsd.edu

ONGOING RESOURCES

- ◇ The [My UC Career](#) portal is home to six self-paced modules available to UC employees seeking to advance their career.
- ◇ The [Managing Implicit Bias Series](#) increases awareness of implicit bias and reduce its impact at the University.
- ◇ The [UC People Management Certificate](#) builds on completed course work to increase management skills.