

# STAFF EDUCATION AND DEVELOPMENT NEWSLETTER

*"our learning strategies, your professional success"*

September/October 2017

Volume 4, Issue 1

## FEATURED LEARNING & DEVELOPMENT (L&D) SOLUTIONS

To register, visit [uclearning.ucsd.edu](http://uclearning.ucsd.edu)

### MESSAGE FROM THE NEW STAFF EDUCATION & DEVELOPMENT DIRECTOR

**BERNADETTE HAN, PH.D.**

Hi, this is Bernadette ☺ I'm so excited to be in this position that officially started on July 17. I'm also in the Principal Consultant role working as fast as I can to transition & find a superstar who can serve UC San Diego in terms of organization development consulting & outstanding workplace instruction. Keep an eye out for future newsletters to find out what we'll be building up for staff to find their place, thrive & grow as the university grows. This is the most exciting time to be here & I look forward to serving you well.

### DEVELOP YOUR LEADERSHIP SKILLS

#### CONVERSATIONS WITH CAMPUS LEADERS

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.

Wednesday, October 25, 2017

featuring **Cathy Ledford**

**Assistant Vice Chancellor - Human Resources**

12:00 noon to 1:00 p.m.

[Huerta-Vera Cruz Room](#), in the Old Student Center

[RSVP](#) via the UC Learning Center

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

Visit [blink.ucsd.edu/go/conversations](http://blink.ucsd.edu/go/conversations) for more information.

### CLASSES TO HELP YOU COLLABORATE!

#### ACCOMPLISHING MORE WITH LESS

Tuesday, October 10, 2017, 8:30 a.m. - 3:30 p.m.

Topics covered: managing time, priorities, interruptions, e-mail, calendar, to-do lists, organizing electronic and paper documents

Fee: \$200, includes AMWL Workbook & PDM Journal; Keyword: AMWL

#### INNOVATIVE PROJECT MANAGEMENT

Wednesday, October 11, 2017, 8:30 a.m. - 12:00 p.m.

While traditional project management concepts are covered, this session focuses on bringing innovative insights and practical techniques to revolutionize managing projects of all sizes.

Fee: \$175; Keyword: innovprmgmt

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

Wednesday, October 11, 2017, 1:00 - 3:30 p.m.

This revolutionary workshop tackles today's workplace challenges by introducing mindfulness, demystifying it, and translating it to simple techniques that you can easily incorporate into your daily work life through the use of a journal, a timer, and a method, to help you skillfully manage through the most demanding work environments.

Fee: \$90, includes the PDM Journal; Keyword: PDM

#### DESIGN THINKING TO FOCUS, COLLABORATE, AND PLAY!

Thursday, October 12, 2017, 8:30 a.m. - 3:30 p.m.

A design thinking approach to solve one of today's most serious workplace challenges: constant interruptions.

Fee: \$200; Keyword: collaborateplay

Register on [uclearning.ucsd.edu](http://uclearning.ucsd.edu)

### UPDATES FROM SKILLSOFT YOUR FREE E-LEARNING TOOL

In the Campus Strategic Plan, an area for alignment across the university is realizing "synergy among our collaborative and service-centric people and processes." What can you do to foster synergy and collaboration?



For July and August, Skillsoft is featuring a video, a book and a course to help you learn more about synergy - visit [UC San Diego's Skillsoft eLearning tool](#), and find more resources in the Featured Topic "Collaboration."

You can access the resources on Skillsoft anytime, from any device, and they're free to all UC San Diego staff!

### UPCOMING CLASSES

<a href="#">Effective Business Writing</a>	9/8/2017
<a href="#">Designing Workplace Training</a>	9/14/2017
<a href="#">Accomplishing More with Less</a>	10/10/2017
<a href="#">Innovative Project Management</a>	10/11/2017
<a href="#">Time Management &amp; Beyond: The Perfect 15-Minute Day Method</a>	10/11/2017
<a href="#">Design Thinking to Focus, Collaborate, and Play!</a>	10/12/2017
<a href="#">Conversations with Campus Leaders</a>	10/25/2017

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