

COURSEWORK GRID

To receive the UC People Management Series and Certificate, complete the Core and Elective Courses as outlined below.

Step 1 - Fulfill Core Course requirements by completing Option 1 or Option 2.

Option 1 - Complete the following 16 eCourses

Performance Management:

1. [Performance Management Overview](#)
2. [Setting Expectations & Individual Performance Goals](#)
3. [Giving & Receiving Feedback](#)
4. [Engaging & Developing Employees](#)
5. [Conducting Performance Appraisals](#)
6. [Motivating, Recognizing, & Rewarding Employees](#)
7. [Coaching for Performance](#)
8. [Managing Corrective Action](#)

Managing People:

1. [Hiring for Success](#)
2. [Strategic On-Boarding](#)

Managing Implicit Bias:

1. [What is Implicit Bias?](#)
2. [The Impact of Implicit Bias](#)
3. [Managing the Influence of Implicit Bias - Awareness](#)
4. [Common Forms of Bias](#)
5. [Managing the Impact of Implicit Bias - Mindfulness and Conscious De-biasing](#)
6. [Managing Implicit Bias In the Hiring Process](#)

OR

Option 2 - Complete the following Instructor-Led Training (ILT) and eCourses

Performance Management ILTs:

1. [Behavioral Feedback](#)
2. [Coaching for Performance](#)
3. [Creating an Effective Individual Development Plan \(IDP\)](#)
4. [UC San Diego Performance Appraisal Process](#)

Managing People eCourses:

1. [Hiring for Success](#)
2. [Strategic On-Boarding](#)

Managing Implicit Bias eCourses:

1. [What is Implicit Bias?](#)
2. [The Impact of Implicit Bias](#)
3. [Managing the Influence of Implicit Bias - Awareness](#)
4. [Common Forms of Bias](#)
5. [Managing the Impact of Implicit Bias - Mindfulness and Conscious De-biasing](#)
6. [Managing Implicit Bias In the Hiring Process](#)

To learn more about these courses, or to register, please visit the [UC Learning Center](#) and search for the course name.

Step 2 - Fulfill Elective Course requirements by completing 4 courses (1 per Competency Area).

Learning Source	Competency Areas			
	Managing People	Administration & Operations	Change Management	Communications
UC Systemwide eCourses				UC Responding to Conflict UC Exercising Influence
Skillsoft	Engaging Top Performers	The Delegation Process	Leadership Essentials: Leading Change	Communicating during Difficult Times
	Key Strategies for Managing Cross-functional Teams			Strategies for Communicating with Tact and Diplomacy
	Leading a Cross-functional Team	Successful Delegation: Supervise and Encourage		Leadership Essentials: Communicating Vision
	Managing Internal Dynamics in a Cross-functional Team			Interpersonal Communication that Builds Trust
	Use Delegation to Develop Your Team	Working Out and Through Conflict		
			Reaching a Negotiated Agreement	
CEB (Conference Executive Board)	Identifying the Root Causes of Performance Issues	Leverage Your Strengths and Avoid Derailing Behaviors		Facilitating Upward Feedback
		Helping Your Employees Prioritize Their Work		Dealing with Negative Reactions to Performance Feedback
				Building Collaborative Relationships
AMA (American Management Association)			Change Project Management – The Crucial Role of Communication	Communicating - Connecting to Your People
			Choosing the Right Strategy for Implementing Change	
Staff Education and Development ILTs		Supervisory Training Laboratory ILT	Prosci Change Management Coaching Program ILT (by request only)	Supervisory Training Laboratory ILT
			Change Management Practitioner ILT (by request only)	
			Leading your Employees Through Change ILT (by request only)	

After completing the Core and Elective Course requirements, your certificate will automatically appear in your Training Record, accessible from the Transcripts & Certificates icon on your [UC Learning Center](#) home page.