

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	Keeping Top Performers Challenged	Getting What You Expect from Your Delegate	Leading Your Team Through Change	Facing the Management Challenges of Difficult Behavior and Diverse Teams
	Managing for Cross-Functionality			Navigating Challenging Situations with Diplomacy and Tact
	Leading a Cross-functional Team Developing Emotional Intelligence Positive Atmosphere: Establishing a Positive Work Environment Sharing a Vision	Choosing and Preparing Your Delegate	Leading Change Leading Your Team through Change Navigating through Changes and Conflicts in Projects Facilitating Sustainable Change	Communicating Vision to Your Employees Effective Team Communication
		Taking Your Team to the Next Level with Delegation	Moving Forward with Change Planning Making Change Stick Managing Motivation during Organizational Change	Trust Building Through Effective Communication Facing and Resolving Conflict in the Workplace Negotiating the Best Solution
CEB (Conference Executive Board)	Identifying the Root Causes of Performance Issues	Leverage Your Strengths and Avoid Derailing Behaviors Helping Your Employees Prioritize Their Work		Facilitating Upward Feedback Dealing with Negative Reactions to Performance Feedback Building Collaborative Relationships
	Staff Education and Development ILTs	Supervisory Training Laboratory ILT	Change Management Practitioner ILT	Supervisory Training Laboratory ILT

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.