

## 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				<a href="#">UC Responding to Conflict</a> <a href="#">UC Exercising Influence</a>
Skillsoft	<a href="#">Keeping Top Performers Challenged</a>	<a href="#">Getting What You Expect from Your Delegate</a>	<a href="#">Leading Your Team Through Change</a>	<a href="#">Facing the Management Challenges of Difficult Behavior and Diverse Teams</a>
	<a href="#">Managing for Cross-Functionality</a>			<a href="#">Navigating Challenging Situations with Diplomacy and Tact</a>
	<a href="#">Leading a Cross-functional Team</a>	<a href="#">Choosing and Preparing Your Delegate</a>	<a href="#">Leading Change</a>	<a href="#">Communicating Vision to Your Employees</a>
		<a href="#">Taking Your Team to the Next Level with Delegation</a>		<a href="#">Trust Building Through Effective Communication</a> <a href="#">Facing and Resolving Conflict in the Workplace</a> <a href="#">Negotiating the Best Solution</a>
CEB (Conference Executive Board)	<a href="#">Identifying the Root Causes of Performance Issues</a>	<a href="#">Leverage Your Strengths and Avoid Derailing Behaviors</a>		<a href="#">Facilitating Upward Feedback</a>
		<a href="#">Helping Your Employees Prioritize Their Work</a>		<a href="#">Dealing with Negative Reactions to Performance Feedback</a> <a href="#">Building Collaborative Relationships</a>
AMA (American Management Association)			<a href="#">Change Project Management – The Crucial Role of Communication</a> <a href="#">Choosing the Right Strategy for Implementing Change</a>	<a href="#">Communicating - Connecting to Your People</a>
Staff Education and Development ILTs		<a href="#">Supervisory Training Laboratory ILT</a>	<a href="#">Change Management Practitioner ILT</a>	<a href="#">Supervisory Training Laboratory ILT</a>

**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.**