



Training & Development Fall 2009 Course Schedule

Please enroll via the UC Learning Center at <http://learningcenter.ucsb.edu>
For enrollment and cancellation instructions please refer to the **QuickStart Guide**
posted at: http://hr.ucsb.edu/tod/select_course.php

All courses will be held in the Human Resources Learning Center, 3101DD SAASB
Questions? Call 893-3482.

★ Building Strength Through Diversity

Friday 10/2/09 & 10/9/09; 8:30-12:00

Both Days Required

Course Code: 2002 (SCP)

\$105, Enroll by September 25, 2009

Valuing diversity means being aware of, sensitive to, and appreciating differences of: age, gender, race, culture, physical abilities, sexual orientation and lifestyles. Participants will learn to communicate effectively with diverse groups, use each others differences to make a positive impact. Participants will gain an understanding of working with cross-generational teams, given today's four-generation society.

★ Leadership Skills

Wednesday 10/14/09 & 10/21/09; 8:30-12:00

Both Days Required

Course Code: 2005 (SCP)

\$105, Enroll by October 7, 2009

There is a big difference between managing people and truly leading people. This course helps participants define and learn how to develop the skills and mindset to become a more powerful and influential leader. What defines a leader? How do leaders stay motivated? What is ethical leadership? And how does one gain influence and power over others, are just a few of the questions that will be addressed in this course.

★ Dealing with Organizational Change

Thursday, 10/22/09 & 10/29/09; 8:30-12:00

Both Days Required

Course Code: 2009 (SCP)

\$105, Enroll by October 15, 2009

Participants enhance their ability to deal positively and effectively with organizational change. Understanding the change cycle allows participants to utilize their strategies to manage each stage.

Just Added

★ Career Management: Choices That Make a Difference

Friday 10/23/09; 8:30-12:00

Course Code: 9002 (SCP)

\$55, Enroll by October 16, 2009

How can a supervisor effectively support the career development of an employee? What can you do to manage your own career? In this course, learn about the changing world of work and careers. Explore methods of self-assessment, targeting the right job, creating opportunities, writing resumes and interviewing. careers. Explore methods of self-assessment, targeting the right job, creating opportunities, writing resumes and interviewing.

★ Supervisor Institute

Monday 11/9/09 & 11/16/09; 8:30-4:30

Both Days Required

Course ID: 2001 (SCP)

\$210; Enroll by November 2, 2009

Participants establish supervisory skills and acquire techniques to enhance communications, motivate staff, lead meetings, delegate effectively, manage their time, provide coaching and facilitate change within an organization.

★ Employee Hiring Process

Wednesday 11/18/09 & Thursday 11/19/09; 9:00-12:00

Both Days Required

Course Code: 2012 (SCP)

\$90, Enroll by November 11, 2009

This course takes the mystery out of self selection. Attend this training and learn to manage the selection process, develop job-related criteria, and conduct effective interviews. Topics include posting, preparation and completion of vacancy and evaluation/selection forms, advertising, outreach strategies, "do's and don'ts" of interviewing, search committee guidelines and affirmative action. Sound practical guidance on how to use the current hiring policies, selection guidelines, OACIS system, and inter-

★ Sexual Harassment Prevention (AB1825)

Choose from one of the following:

1) Thursday, October 1, 10am –12pm

2) Friday, November 20, 10am-12pm

3) Thursday, December 10, 10am-12pm

Course ID: 2010 (SCP)

FREE; Enroll within 10 calendar days of the scheduled class

Learn how to effectively manage a situation, where to seek help, and how to report an incident per UCSB's policies and procedures.

Due to schedule changes and/or low enrollment the following classes have been cancelled:

Conflict Resolution, 10/22 & 10/29

Classification Workshop, 10/27 & 10/28

Motivating Employees During Difficult Times, 11/6

Cancellation Policy:

- 48 hour advance notice of cancellation is required.
- If cancellation notice is not received, participant's budget will be charged regardless of whether the course is attended.