“Professional Staff Enrichment Program”

- New this year – participating VC areas: Academic Affairs, Health Sciences, Marines Sciences/SIO and Resource Management & Planning
- Specifically for **Non-Supervisory Policy Covered Employees (99’s)** who were not invited to the Middle Management Advance or Administrative Professional Development Program last year.
- Invitations will be sent to eligible employees by next week
- Event Date: Thursday, October 21, 2010, 8:00am-12:00pm
- 3 parts to Program
  - Keynote Speaker: Sarita Maybin “Adapting, Succeeding and Thriving in the Workplace”
  - UCSD Panel of Senior Professionals
  - Professional Development Resources - Tools You Can Use
STAFF TRAINING & DEVELOPMENT RESOURCES

BY:
EARLINE VENTURA AND LINDA THAI SCHLOSSMAN

September 8, 2010
CAMPUS RESOURCES AVAILABLE

- Career Connection
- Staff Education & Development
- Employment & Community Outreach Services
- Staff Training Awards & Scholarships
- Campus Wide Development Programs
- Academic Affairs Development Programs
- Educational Discounts for UCSD Employees
Career Connection helps UCSD employees who are interested in assistance with career planning, goal setting, job enhancement, and lateral or upward mobility.

http://blink.ucsd.edu/HR/training/career/CC/

- **Mentorship Program**
  
  https://mentor.ucsd.edu/cc/Default.aspx
  
  - **Mentor/Mentee Matches:** Matching is done on the basis of mutual interest, specific needs, occupational goals, and attributes that matter to you.
  
  - Create Mentor and Mentee profiles online
Internship Opportunities

Internship opportunities allow employees to work part time in other UCSD departments to obtain skills and knowledge needed for career enhancement.

Current Internship: Community Outreach in the Chancellor’s Office

Internships are funded by the sponsoring department(s) and the UCSD Career Connection Internship Initiative and, therefore, require no commitment of funds from the releasing department(s).

Informational Interviews

Informational interviews can be arranged to allow research and information gathering about UCSD jobs and departments.
Learning & Development Roundtable

http://blink.ucsd.edu/HR/training/resources/roundtable.html

- Web-based resources for training and development professionals — and anyone who develops leaders or wants to improve their leadership skills.
- UCSD participates in the systemwide subscription to the Learning and Development Roundtable.

Information Technology Resources

http://libraries.ucsd.edu/locations/se/resources/information-technology-resources.html

UCSD Science & Engineering Library has many valuable resources for both amateur and seasoned system administrators, with a focus on subjects relevant to information technology professionals. Topics include tech dictionaries, e-books, IT magazines, general IT, IT management, database management, networks, security, and software engineering.
Certificate Programs

Certificate programs are available to employees through Staff Education and Development.

http://blink.ucsd.edu/HR/training/programs/certificates.html

- Supervision Certificate
- Work Leader Certificate
- Training & Career Development Certificate
- Web Design Certificate
- Department Safety Coordinator Certificate
- UCSD SysAdmin Training Series
- Academic Personnel Certificate Program
Web-based Tutorials

http://blink.ucsd.edu/HR/training/resources/web/#WT

Web tutorials are available for some UCSD-specific financial and safety topics. Here are some sample topics:

- **Finance**
  - Express Card Cardholder Orientation
  - Marketplace
  - PPS Inquiry Web-Based Training

- **Safety**
  - Evaluating your Computer Workstation for Comfort & Productivity

- **Technology**
  - Computer Security Basics

- **Travel**
UCSD has contracted with SkillSoft to offer faculty, staff, and students a wide variety of free web-based courses available anytime, from any location, for both Windows and Mac users.

Topics Include:
- Networking
- Project management
- High quality business-related courses
- Information technology software (such as the entire suite of Adobe and Microsoft products)

Skillport Virtual Tour available (approximately 3 mins)
- Once in Skillport: go to TAKE A VIRTUAL TOUR
- Select Catalog
CAMPUS RESOURCES
Staff Education & Development

SkillScan Web-based Self Assessment Tool
http://blink.ucsd.edu/HR/training/career/my-career/assess.html

New version is now available on BLINK.

- Identify and group your skill competencies
- Assess your qualifications
- Find helpful information in career decision-making, self-promotion, and further skill development
- Discover complementary interactive assessment tools that focus on other important work-related characteristics, such as interests, values, and temperament.
CAMPUS RESOURCES
Employment and Community Outreach Services

- Resume review/counseling with a recruitment specialist

- Provides assistance and guidance to active employees seeking transfer opportunities and to former employees in layoff status who are seeking reemployment

- Offers job skills assistance for UCSD employees

- New Job Listings
  - Sign up to receive weekly job listings
    http://mailman.ucsd.edu/mailman/listinfo/joblist
Staff Equal Opportunity Enrichment Program (SEOEP)
http://blink.ucsd.edu/HR/training/career/SEOEP/department.html
- provides support for department training and development programs that enhance employees' job skills and prepares them for career advancement.
- Applications are due in April for training in the upcoming fiscal year.

UCSD Staff Association Scholarship Program
http://blink.ucsd.edu/HR/services/associations/SA/scholarship.html
- The UCSD Staff Association annually awards scholarships up to $350 each to eligible UCSD Staff Association members for completed training activities that aid in their career development.
- Awarded every year at the All Staff Picnic in August.
Administrative Professionals Development Program

(February 23, 2010)

- For ___ Asst I, II, III and Library Asst I, II, III
- This year’s program is available on BLINKCAST: http://blink.ucsd.edu/technology/media/podcasts/blinkcast/index.html

Management Skills Assessment Program (MSAP) – Spring (April 19-22, 2010) & Fall (October 11-14, 2010)

http://blink.ucsd.edu/HR/training/programs/MSAP.html

- University-wide management development program designed to assess and improve on-the-job performance and to enhance competitiveness for management positions. Designed to strengthen the engagement and preparation of UC supervisors, managers, and professionals.
Middle Management Advance Program (May 6, 2010)

- For middle managers (PSS 4 and above designated supervisors, PSS 6 and 7 professionals, and MSP managers)
- Last year’s program is available on BLINKCAST:
  http://blink.ucsd.edu/technology/media/podcasts/blinkcast/index.html

The New Supervisor Orientation

- The New Supervisor Orientation is intended to provide an overview of the key principles, policies and practices that supervisors need to be aware of in order to be an effective supervisor.
- Next Class October 13, 2010 (register via Staff Enrollment)
- Topics Include
  - Ethics (presented by Controller’s Office)
  - Performance Support Panel
    - Collective Bargaining, Compensation, Hiring, Performance Appraisal
  - Employee Support Panel
    - Employee Relations, Sexual Harassment Prevention, Faculty & Staff Assistance
Campus Wide Development Programs

UC Business Officer Institute (BOI)
http://www.ucop.edu/ucophome/businit/boi/about_boi.html
- sponsored once a year by the University of California Office of the President. A three-day program that addresses the business officer’s role as an officer of the UC system, communicates expectations for business conduct across all locations, expectations for local practice, high-level operating principles, and policies.

UCSD Business Leadership Forum (BLF)
- UCSD complement to the UC BOI -- focusing on organizational culture and strategies, the BLF exposes business leaders to UCSD-specific issues and facilitates exchange between business leaders and central business management.
CAMPUS RESOURCES
Campus Wide Development Programs

More details regarding these campus programs can be found on BLINK:
http://blink.ucsd.edu/HR/training/programs/
Business Officer Academy

http://academicaffairs.ucsd.edu/staffhr/boa/

- staff enrichment program that provides training, guidance and support to staff members who aspire to become business officers
ACADEMIC AFFAIRS DEVELOPMENT PROGRAMS

UExplore
http://academicaffairs.ucsd.edu/staffhr/UEXPLORE/
- designed for early-career and entry-level Academic Affairs employees.
- assist participants in identifying realistic and appropriate professional development goals and providing them with the tools to make educated decisions regarding their careers.
- September - June

NEW Financial Management Academy (fall 2010)
http://academicaffairs.ucsd.edu/resource_admin/budget/fma/default.htm
- Staff enrichment program that provides training, guidance and support to staff members who aspire to be financial managers
Student Apprenticeship Program

http://academicaffairs.ucsd.edu/staffhr/AASAP/default.htm

- Designed to offer substantive, practical work-learning experiences to undergraduate and graduate students at UCSD and other local universities in the areas of business and program administration, fiscal management, human resources, information technology, academic research, and student affairs.

- Excellent opportunity for staff to develop leadership and supervisory skills
EDUCATIONAL DISCOUNTS FOR UCSD EMPLOYEES

UCSD Extension
- career employees receive a 10% discount of up to $50 per quarter on most UCSD Extension courses with fees of $75 or more
  
http://extension.ucsd.edu/

UCSD General Catalog Courses
- career employees who have completed their probationary period and work 50% or more are eligible to receive a 66% discount on full-time education and registration fees at UCSD or any other UC campus.

More details regarding these benefits can be found on BLINK

http://blink.ucsd.edu/HR/benefits/education/
THANK YOU

For any questions feel free to contact us:

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