

UCSD ABA Mentorship Program

Staff Education and Development Course and Program Checklist

During your initial meeting with your mentor, please review the attached course descriptions and check off the sessions you would like to attend (all new Business Officers are strongly encouraged to attend the UC BOI and UCSD BLF). As you attend/complete sessions, note the date completed to track your progress. Sessions marked with a **\$** may involve a nominal fee to participate. For a complete listing of courses visit <http://enrollmentcentral.ucsd.edu/>. Sessions marked with a **B** are free courses offered through BOA year 2 activities.

Date Completed

Special Programs and Meetings	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
	B Academic Affairs Business Officer Academy (BOA) - Jan-Dec \$ Academic Business Officers Group (ABOG) annual meeting – April \$ Management Skills Assessment Program \$ UC Business Officer Institute (BOI) – offered twice per year (late Fall/Spring) UCSD Business Leadership Forum – May

Management/Leadership	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
	Common Leadership Challenges \$ Creative Thinking Power \$ Disc® and Leadership: Dimensions of Behavior and Leadership Effectiveness Improving Business Processes \$ Leader's Role in Strategy and Planning Negotiating Effectively: Skills for Managers \$ Resilient Leadership During Changing Times Risk Management: Your Role in Managing Department Exposures Creating a Rewarding Staff Environment

Communication	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
	Communication Tool Belt \$ B Developing Your Assertive Skills Effective Data Presentation \$ B Effective Public Speaking and Presentations \$ B Effective Writing \$ B Practice of Listening, The \$ Productive Meetings

Staff Supervision	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
	\$ Accountability: Creating the Conditions for Employee Success Building Productivity through Respect and Dignity Dealing with People in Crisis \$ B Emotional Intelligence and Peak Performance Managing Workplace Conflicts Motivating the Student Employee \$ B Performance Management Practical Coaching Supervisor's Role in Sustaining Quality Management While Dealing with Troubled or Problem Employees

Academic Personnel	
<input type="checkbox"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
	Academic Personnel: Intro to Policies, Procedures & Processes

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<input type="checkbox"/>		UC/UCSD Policies, Procedures & Systems
<input type="checkbox"/>	_____	Blink: Getting the Most from It
<input type="checkbox"/>	_____	Financiallink 101: The Basics
<input type="checkbox"/>	_____	Financiallink for MSOs and Managers
<input type="checkbox"/>	_____	\$ Making the Most of Isis
<input type="checkbox"/>	_____	PPS Inquiry

<input type="checkbox"/>		Fiscal Management
<input type="checkbox"/>	_____	Basic Accounting Principles
<input type="checkbox"/>	_____	Budgeting 101a: Best Fiscal Practices
<input type="checkbox"/>	_____	Budgeting 101b: Permanent Budgets, Staffing, and Online Transfer of Funds
<input type="checkbox"/>	_____	Campus Operating Budget and Capital Planning Processes
<input type="checkbox"/>	_____	Disbursements Policies and Procedures
<input type="checkbox"/>	_____	Guide to Reading Operating and Encumbrance Ledgers
<input type="checkbox"/>	_____	Internal Controls: What Are They and Why You Should Care
<input type="checkbox"/>	_____	Protocols for Surviving an Audit
<input type="checkbox"/>	_____	Red Flags of Fraud, The

<input type="checkbox"/>		Extramural Fund Administration
<input type="checkbox"/>	_____	Cost Accounting Standards
<input type="checkbox"/>	_____	Grant Proposal Overview (available at http://ocga.ucsd.edu/)
<input type="checkbox"/>	_____	Hiring Consultants and Independent Contractors
<input type="checkbox"/>	_____	Postaward Financial Administration Workshops (3)
<input type="checkbox"/>	_____	UCSD Gift Processing

<input type="checkbox"/>		Staff Human Resources
<input type="checkbox"/>	_____	Best Practices for Employee Disability Management
<input type="checkbox"/>	_____	Compensation/Classification A: Creating the Job Description
<input type="checkbox"/>	_____	Compensation/Classification B: Job Classification Procedures
<input type="checkbox"/>	_____	Compensation/Classification C: Compensation Policies and Procedures
<input type="checkbox"/>	_____	Diversity Education
<input type="checkbox"/>	_____	Employment Discrimination Law: News You Need
<input type="checkbox"/>	_____	Grievance and Complaint Procedures: A Supervisor's Guide
<input type="checkbox"/>	_____	How to Manage In a Union Environment
<input type="checkbox"/>	_____	Job Accommodation: Saving Jobs, Saving Lives
<input type="checkbox"/>	_____	Successful Selection, The
<input type="checkbox"/>	_____	Understanding and Preventing Workplace Violence

<input type="checkbox"/>		Information Technology / Assets
<input type="checkbox"/>	_____	Confidentiality of Records: Privacy/Access/The Law
<input type="checkbox"/>	_____	Data Warehouse: SQL Basics
<input type="checkbox"/>	_____	DSA Basics
<input type="checkbox"/>	_____	Web Usability and Accessibility 101
<input type="checkbox"/>	_____	Writing for the Web

<input type="checkbox"/>		Facilities & Space Management
<input type="checkbox"/>	_____	EHS – Safety Courses (See complete listing in Enrollment Central)
<input type="checkbox"/>	_____	Facilitieslink 101: Introduction to Facilities Link
<input type="checkbox"/>	_____	Facilitieslink Data Warehouse