Take advantage of these excellent UCDHS training opportunities during this month; as well as extensive e-learning options that are continuously available to meet your training needs when and where you want. All classes are held in Sacramento at the UCDHS Campus unless otherwise noted.

To enroll in a class, use your Kerberos account to log into the UC Learning Center (UCLC) at http://lms.ucdavis.edu. You may also log into the UC Learning Center from the Training and Development website at http://www.ucdmc.ucdavis.edu/hr/training. The UCLC allows you to:

- Register for classes
- Track your completed courses
- Print transcripts
- Explore class offerings
- Complete online courses

NEW ANNUAL TRAINING
Beginning January 1, 2016, and based on University of California Sexual Violence and Sexual Harassment policy, a more comprehensive training program requires all new and continuing non-supervisory staff to attend an annual training session.

Sexual Harassment Training for Non-Supervisor y Staff (Course 01026) March 18, 11:30 p.m. – 12:30 p.m., DCR Boardroom, Tower 1 Lobby
This course is designed to provide staff with the necessary information to recognize the Prohibited Conduct, available resources and options for remedy. During and upon completion of this course, participants will be able to: Define Prohibited Conduct; discrimination, sexual violence, sexual harassment and retaliation. Recognize the types of conduct that constitutes discrimination, sexual violence/harassment. Understand their right to complain without fear of retaliation. Confirm internal/external resources and reporting options. Receive an overview of UCDHS Resolution Processes. Engage in an interactive training, pertaining to “responsible employee” and Bystander Intervention.

ADMINISTRATIVE SKILLS AND PROCEDURES CLASSES

Microsoft Excel 2010, Level 1 (Course 06970) March 7, 8:30 a.m. – 3:30 p.m., ASB, Room 1840
Students will learn how to create and format workbooks in Excel. Students will also learn how to use formulas and functions to automated calculations in Excel. Upon successful completion of this course, students will be able to: Create Excel workbooks; Use formulas and functions to make calculations in worksheets; Format worksheets; Set printing options in workbooks; Navigate worksheets and workbooks. To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Microsoft Word 2010, Level 1 (Course 06973) March 7, 8:30 a.m. – 3:30 p.m., ASB, Room 1840
Students will enhance their knowledge of Microsoft Word through using Word to build lists, tables, charts, templates, and page layouts. Upon successful completion of this course, students will be able to: Build and customize lists; Build and format tables; Create and modify styles; Create templates; Modify page layouts; Use graphic objects in Word. Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Students should be familiar enough with Microsoft Word to be able to create, edit, and perform basic formatting on documents.
Microsoft Word 2010, Level 2 (Course 06974) March 22, 8:30 a.m. – 3:30 p.m., ASB, Room 1840
Students will enhance their knowledge of Microsoft Word through using Word to build lists, tables, charts, templates, and page layouts. Upon successful completion of this course, students will be able to: Build and customize lists; Build and format tables; Create and modify styles; Create templates; Modify page layouts; Use graphic objects in Word. Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Students should be familiar enough with Microsoft Word to be able to create, edit, and perform basic formatting on documents.

Eclipsys Functions & Use (Course 07757) March 30, 1:00 p.m. – 3:30 p.m., Ticon III, Room 2400
As a prerequisite for the Eclipsys training class, users will be required to utilize their own Eclipsys log-ons and passwords during the training session. If you do not recall your Eclipsys log-on or password, you may contact either Richard Nishida at 734-5610 or Jared Garcia at 734-0852 for that information. Seating is limited to 11.

A "must attend" class for all department managers and supply coordinators! The class is intended to give managers and supply specialists tips and tools to create purchase requisitions in the Eclipsys Materials Management System. The instructor will give a brief overview of the basics, however, the course will primarily focus on familiarizing users with the use of Eclipsys as well as provide a comprehensive understanding of the procurement life cycle. This will be a hands-on, interactive class where the instructor will provide practicable examples.

Sexual Harassment Training for Non-Supervisory Staff (Course 01026) March 18, 11:30 p.m. – 12:30 p.m., DCR Boardroom, Tower 1 Lobby
Beginning January 1, 2016, and based on University of California Sexual Violence and Sexual Harassment policy, a more comprehensive training program requires all new and continuing non-supervisory staff to attend an annual training session. This course is designed to provide staff with the necessary information to recognize the Prohibited Conduct, available resources and options for remedy. During and upon completion of this course, participants will be able to: Define Prohibited Conduct; discrimination, sexual violence, sexual harassment and retaliation. Recognize the types of conduct that constitutes discrimination, sexual violence/harassment. Understand their right to complain without fear of retaliation. Confirm internal/external resources and reporting options. Receive an overview of UCDHS Resolution Processes. Engage in an interactive training, pertaining to “responsible employee” and Bystander Intervention.

NEW EMPLOYEES

Benefits Selection Training (Course 07602) March 9, 9:00 a.m. – 11:15 a.m., Cancer Center Auditorium
This class is mandatory for career employees and must be taken within the first 31 days of employment. UC benefit options, deadlines, and the process of enrollment will be discussed. A question and answer period will also be provided.

New Employee Welcome (Course 00005) March 14, 8:00 a.m. – 3:30 p.m., MIND Institute Auditorium
This class is required for all new employees; Mandatory Annual Safety Training (MAST, Course 02067) is included. Please contact Training and Development at HS-T-D@ucdavis.edu or (916) 734-2676 to register.

PERSONAL EFFECTIVENESS CLASSES

Customer Service (Course 02982) March 9, 9:00 a.m. – 11:00 a.m., Ticon III, Room 2400
In this class, we will look at service from the customer's perspective; show you how your attitude affects the service you provide, and how great service is key to surviving in a competitive environment. Tips on how to
deal with the difficult customer and how to deal with the stress that can result from such experiences will be discussed. Upon completion of this course, you will understand your customers’ expectations, insight into the secrets of customer service, and be armed with tips on how you can provide exceptional, caring service.

**Effective Communication: Skills and Techniques (Course 01682)** March 21, 1:00 p.m. – 3:30 p.m., Ticon III, Room 2400
This workshop helps participants understand how attitude and perception influence the communication process. Participants will receive information on the fundamentals of the communication process, major barriers to effective communication, clues to interpreting non-verbal communication, active listening techniques and methods for dealing with conflict or difficult situations. Communicating effectively in a multicultural workplace is also covered. Instruction is conducted in both didactic and interactive formats.

**Motivating, Training and Coaching (Course 01674)** March 28, 8:30 a.m. – 11:30 a.m., Ticon III, Room 2400
In this workshop, participants will review theories on motivation. Participants will also learn how to create a work environment that is conducive to enthusiasm and good communications. Individual motivations of each employee will be emphasized.

**SUPERVISION AND MANAGEMENT CLASSES**

*These classes are only for employees designated in a supervisor or manager position.*

**Developing as a Supervisor: Communicating Goals and Expectations (Course 08381)** March 7, 8:30 a.m. – 12:00 p.m., Ticon III, Room 2400
Note: This course is designed for current UC Davis supervisors. As a supervisor, you set and communicate clear goals and expectations that give employees the opportunity to be successful in their jobs. It is important that employees connect their work with the organizational mission and goals. In this course you will practice a systematic approach to setting goals and expectations and practice effective ways of engaging employees in this process. Topics include: Setting and communicating goals Establishing performance standards Aligning individual and organizational goals

**Developing as a Supervisor: Principles of Supervision (Course 08389)** March 2, 8:30 a.m. – 4:30 p.m., Ticon III, Room 2400
Note: This course is designed for current UC Davis supervisors. Your ability to carry out your role effectively as a supervisor is critical to your department’s ability to achieve its goals. As a supervisor, your work is done primarily with and through others. This course presents an overview of a supervisor’s role at UC Davis, covering what is expected of you and techniques that you can use to guide the work of others as well as manage your own productivity. Learn tools for creating an environment that encourages people to do their best work, develop teamwork and manage conflict that occurs in a workplace. Topics include: roles and responsibilities; interpersonal communication; team development; conflict management; delegation; motivation.

**Developing as a Supervisor: Principles of Leadership (Course 08383)** March 18, 8:30 a.m. – 4:30 p.m., Ticon III, Room 2400
Note: This course is designed for current UC Davis supervisors. As a supervisor, you may not think of yourself as a leader—but you are. People look to you every day to set direction, to manage change, to build the capacity of your team and to be an example of appropriate and effective behavior in the workplace. This course presents an overview of leadership theory as it applies to your role as a supervisor. In addition it includes fundamental leadership skills that you can incorporate into the daily work of managing your team and
help you develop a plan to become a stronger leader as your career advances. Topics include: An overview of contemporary thinking on leadership in the supervisory role; Four key areas of leadership focus; Simple and practical tools for applying leadership in your current position; How to incorporate leadership skill building into your development.

**The Impact of Unconscious Bias in the Workplace: Reflecting on What You Bring to the Table as Supervisors (Course 08595) March 16, 1:00 p.m. - 4:00 p.m., Ticon III, Room 2400**

Note: This course is designed for current UC Davis Health System Supervisors. The objectives of this course are to define unconscious bias, describe the potential impact of implicit associations due to unconscious bias, identify the impact of cultural norms and work values on team dynamics, develop an action plan to interrupt your own behaviors that may occur due to unconscious bias.

Participants will need to complete the Implicit Association Test (IAT) prior to attending this class. Go to https://implicit.harvard.edu/implicit/takeatest.html to take the Implicit Association Test (IAT). Each test takes approximately 15 minutes depending upon the person. Please bring your results to the class for further discussion. You will not be asked to share your results, but it’s good to refer back to them during the class.

In addition, please complete the attached climate survey: https://www.surveymonkey.com/r/DHM9529

**Sexual Harassment Training for Supervisors (Course 05203) March 17, 1:00 p.m. – 3:00 p.m., Ticon III, Room 2400**

Beginning January 1, 2005, and based on Legislation (AB1825), the University of California Davis, initiated a more comprehensive training program to require all new and continuing supervisory staff to attend a sexual harassment training session. This course meets the training requirements and is designed to provide supervisory staff with the necessary information to deter and recognize sexual harassment in their own department and how to handle complaints confidently. Upon completion of this course, participants will be able to: 1) Explain the legal definition of sexual harassment and identify five behaviors which may constitute it. 2) Recognize the detrimental effects of sexual harassment, discrimination and retaliation on employees and UCDHS 3) Understand the role and liability of the supervisor in enforcing the UCDHS policy on sexual harassment, nondiscrimination & retaliation; 4) Identify and apply techniques to prevent sexual harassment and handle complaints; and 5) Identify UCDHS resources for further information and consultation.

**UC BENEFITS CLASSES**

**Benefits Selection Training (Course 07602) March 9, 9:00 a.m. – 11:15 a.m., Cancer Center Auditorium**

This class is mandatory for career employees and must be taken within the first 31 days of employment. UC benefit options, deadlines, and the process of enrollment will be discussed. A question and answer period will also be provided.
Pregnancy Leave Workshop (Course 01677) March 10, 1:00 p.m. – 3:00 p.m., Ticon III, Room 2400
This workshop provides participants with information and forms needed to prepare for a Pregnancy leave of absence. Topics include, safe ergonomic posture, body mechanics, and chemical/radiation hazards for pregnant women in the workplace and in the home; policies, procedures, and practices regarding leaves of absence, Family Disability Act, and California Family Acts; and, procedures for applying for disability benefits, enrolling your newborn, and continuing your insurance coverage while on leave.

RETIREMENT CLASSES OFFERED BY FIDELITY

Register for these retirement class through Fidelity at http://getguidance.fidelity.com/universityofcalifornia, or call 1-800-642-7131. All classes are one hour and are held at Ticon III, Meeting Room 3B, 2730 Stockton Blvd, Sacramento

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