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

ADMINISTRATIVE SKILLS AND PROCEDURES CLASSES

My Travel Reporting System (Course 05954) December 10, 8:00 a.m. – 11:00 a.m., Education Building, Room 2106
This class is beneficial for all department managers and supply coordinators as it provides tools and tips to create purchase requisitions in the Eclipsys Materials Management System. Class topics include review of the procurement life cycle and orientation on the use of Eclipsys with interactive practical examples.

NEW EMPLOYEES

Benefits Selection Training (Course 07602) December 16, 9:00 a.m. – 11:00 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) December 7, 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

Conflict Resolution Tools Workshop (Course 08797) December 16, 8:30 a.m. – 11:30 a.m., Ticon III, Room 2400
Participants identify specific tools to address conflict constructively and engage in healthy conflict resolution. Participants in this interactive workshop learn how to identify, assess and address a conflict constructively. Participants explore a 3 stage model of how conflict escalates, identify the top ten workplace irritations, clarify 5 strategies of how to respond productively, distinguish specific conflict cues, and discover ways to manage one’s emotions.
SUPERVISION AND MANAGEMENT CLASSES

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

Developing as a Supervisor Series: Employee Law and Liability (Course 08382) December 2, 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 need to understand employment laws and policies and how they apply to you and the employees you supervise. This course will help you recognize potential problems in the workplace and how to respond to them should they arise. Knowing what questions to ask, when to seek assistance and what campus resources are available to you will help you in your role as supervisor. This course has both e-learning and instructor-led components and explores the essentials of employment law and liability. Topics include: Discrimination Law, Disability Management (including Leaves of Absence), Anti-Harassment, Corrective Action/Discipline/Just Cause, Workplace Violence, Workers’ Compensation

Developing as a Supervisor Series: Principles of Leadership (Course 08383) December 17, 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.

Developing as a Supervisor Series: Unconscious Bias (Course 08595) December 3, 8:30 a.m. – 12:00 p.m., Ticon III, Room 2400
Objectives: 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.

Employee Selection Review (Course 02392) December 8, 10:00 a.m. – 12:00 p.m., Ticon III, Room 2400
This class is intended as a refresher for individuals who have completed the three hour version of Employee Selection and Interviewing Techniques. UCDHS recruitment and selection guidelines are discussed as well as other invaluable information regarding recruitment. Supervisors and managers who conduct interviews and individuals who have been designated interview panel members must attend this class (or Employee Selection and Interviewing Techniques) every two years.
Managing Workplace Conflict for Supervisors (Course 08798) December 9, 8:00 a.m. – 12:00 p.m. AND December 11, 8:30 a.m. – 4:30 p.m., Ticon III, Room 2400
Open to supervisors, managers, department chairs, any staff or faculty. Participants in this highly interactive 1.5 day workshop learn to identify and practice skills to constructively manage or resolve conflicts whether it’s a conflict a participant is in, or a conflict between 2 or more people that the participant is helping to facilitate. Participants explore how to identify, assess and address a conflict productively, and how to choose a strategy, communicate effectively and negotiate positive outcomes. The goal is for participants to improve their conflict competence, be more confident addressing workplace conflicts, and spend less time involved in destructive conflicts.

Preventing Employee Lawsuits (Course 04815) December 1, 9:00 a.m. – 11:30 a.m., Ticon III, Room 2400
In this class you will learn about the seven secrets of avoiding employee lawsuits. Case studies will be used to demonstrate the importance of practicing these seven secrets. In addition, the anatomy of a lawsuit will be examined to familiarize everyone with the legal maze.

UC BENEFITS CLASSES

Benefits Selection Training (Course 07602) December 16, 9:00 a.m. – 11:00 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) December 4, 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; 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 held at Ticon III, Room #2400, 2730 Stockton Blvd, Sacramento

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your UC Retirement System</td>
<td>Dec 01, 2015</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>Create a Budget, Ditch Your Debt, and Start Building for the Future</td>
<td>Dec 01, 2015</td>
<td>01:30 PM</td>
</tr>
<tr>
<td>Building a Portfolio for any Weather</td>
<td>Dec 01, 2015</td>
<td>02:30 PM</td>
</tr>
<tr>
<td>Designing a Financial Roadmap</td>
<td>Dec 01, 2015</td>
<td>03:30 PM</td>
</tr>
<tr>
<td>Your UC Retirement System</td>
<td>Dec 21, 2015</td>
<td>08:30 AM</td>
</tr>
<tr>
<td>Women &amp; Investing - Get Organized</td>
<td>Dec 21, 2015</td>
<td>09:30 AM</td>
</tr>
<tr>
<td>Women &amp; Investing - Build and Own your Plan</td>
<td>Dec 21, 2015</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Women &amp; Investing - Retirement Income Planning On Your Own</td>
<td>Dec 21, 2015</td>
<td>11:30 AM</td>
</tr>
</tbody>
</table>