Training Opportunities for October 1 – 31
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Take advantage of these excellent UCDHS training opportunities during the month of April; 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

Eclipsys Functions & Use (Course 07757) Oct 27, 1:00 p.m. – 3:30 p.m., Ticon III, Room 2400
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.

Essentials of Meetings and Minutes (Course 02779) Oct 21, 8:30 a.m. – 10:30 a.m., Ticon III, Room 2400
This class presents the many aspects involved in successful meeting coordination and effective minutes preparation. Participants will receive instruction on planning tools and techniques, minute documentation and record maintenance. Upon completion of this course, participants will be able to: 1) Identify the approved standardized format for UCDHS medical staff committee and clinical department minutes, along with the need for compliance with Joint Commission, Title 22; 2) Identify three sample agenda types for efficient meeting planning; 3) Understand professional writing/documentation terminology appropriate for minutes; 4) Reinforce active listening and communication skills.

My Travel Reporting System (Course 05954) Oct 29, 8:00 a.m. – 11:00 a.m., Education Building, Room 2106
Employees who enroll in this class should have a Kerberos User ID and passphrase set up prior to the class date as this will be required for logging in to the MyTravel system during the class. MyTravel is travel and entertainment expense reporting system used by the UCD Health System. It is an online system which streamlines approvals and captures receipts electronically, eliminating much of the paper shuffling. This course is an introduction to the MyTravel Expense Reporting system. Students will learn how to set up MyInfo profile, signup for direct deposit for expense reimbursements and prepare travel and entertainment expense reports both as a delegate and employee.

Safe Driver Awareness (Course 01953) Oct 16, 10:00 a.m. – 12:00 p.m, Ticon III, Room 2400
This interactive course is designed to provide University employees with an increased awareness of safe driving practices. The classroom training will cover safe vehicle use for employees who drive at least one hour a day, five days a week (or 10 percent of total work time) in a university or privately owned vehicle as part of university business. Participants will be familiarized on vehicle safety systems, the use of safety belts, and the effects of alcohol and other drugs on driver performance. There is a $15 department recharge for each participant. For questions regarding department recharge, contact Humberto Contreras at Parking and Transportation Services 734-8630.
NEW EMPLOYEES

Benefits Selection Training (Course 07602) Oct 14, 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) Oct 26, 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 TrainingandDevelopment@ucdmc.ucdavis.edu or (916) 734-2676 to register.

PERSONAL EFFECTIVENESS CLASSES

Conflict Resolution Tools Workshop (Course 08797) Oct 20, 1:00 p.m. – 4:00 p.m., Ticon Ill, 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.

Conquering Anger Before it Conquers You (Course 07405) Oct 19, 1:00 p.m. – 2:30 p.m, Ticon Ill, Room 2400
In this class, you will learn how to identify anger triggers and behavioral patterns that may cause reactionary issues. Coping skills and effective anger management strategies will be discussed to help in conquering anger before it conquers you. Policy 1616 and civility in the workplace will be covered and case discussions will take place. A video, "Workplace Violence - The Early Warning Signs for Employees" will be shown.

The Art of Interviewing (Course 08828) Oct 16, 1:00 p.m. – 3:30 p.m., Ticon Ill, Room 2400
You’ve worked hard to get that job interview, and now it is time to make the most of this career opportunity. Feeling anxious? This workshop will share tips, techniques, and best practices preparing you for those difficult questions such as, “So tell me about yourself,” and “What is your biggest weakness?” How to make a positive lasting first impression on the interview panel, and post-interview etiquette is also addressed. Equipped with the information from this workshop you will feel more confident in your next job interview.

PMP® Boot Camp (Course 07976) Oct 1, 6, 8, 13, 15, 8:30 a.m. – 4:30 p.m., Ticon Ill, Room 2400
You must attend all 5 days to receive credit for the PMP® Boot Camp. This course is designed to successfully prepare you to sit for the Project Management Institute’s (PMI®) professional project manager certification exam. This five-part class will help you understand the nature of the PMP exam, learn helpful hints for taking the exam, understand the details of the 4th Edition Project Management Body of Knowledge (PMBOK® Guide), and gain knowledge of other topics relevant to the exam. You will be guided through basic concepts through dialogue to clarify and deepen understanding of the concepts, classroom exercises to gain hands-on knowledge, and answering practice questions like those you are likely to find on the exam. Additional personal study is highly recommended following this workshop. A web-based exam simulation tool is included for each student to utilize for self-paced practice exam activities and further study.
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SUPERVISION AND MANAGEMENT CLASSES
These classes are only for employees designated in a supervisor or manager position.

Administrative Investigations & Report Fundamentals for Supervisors & Managers (Course 02404) Oct 22, 9:00 a.m. – 11:30 a.m., Ticon III, Room 2400
Benefits Selection Training is part of the mandatory UCDHS New Employee Welcome for new Career employees to be taken within the first 31 days of employment. UC benefit options and deadlines will be discussed as well as how to enroll. A time for questions and answers will be provided.

Classification and Compensation-An Overview for Managers & Supervisors (Course 04904) Oct 20, 9:00 a.m. – 12:00 p.m., Ticon III, Room 2400
The goal of this class is to provide an overview of the classification and compensation process and procedures at UC Davis Health System. The first section of the class provides an overview of the principles of position classification and a summary of the classification cycle. The compensation section of the class includes a detailed summary of the various salary programs and definitions as well as hands-on group exercises. Understanding when and how to use the appropriate classification and compensation options is a major part of a manager's human resources responsibility.

Corrective Action and the Grievance Process for Supervisors and Managers (Course 06230) Oct 28, 8:30 a.m. – 12:00 p.m., Ticon III, Room 2400
This class is for supervisors and managers only. Class participants will be introduced to the role and responsibilities of the management team in identifying the important elements of due process and progressive discipline. Participants will share problem solving ideas related to correcting workplace behavior/performance. Participants will also be introduced to key aspects of the grievance process, including the purpose and nature of grievance meetings. Upon completion of this course, participants will be able to: 1) Recognize the key aspects of due process and progressive discipline 2) Identify when and how to take action to corrective employee performance/behavior, 3) recognize the key aspects of the grievance process, 4) Understand the purpose and nature of grievance meetings.

Developing as a Supervisor Series: Coaching for Performance & Development (Course 08387) Oct 19, 8:30 a.m. – 12:00 p.m., Ticon III, Room 2400
In coaching, a supervisor provides constructive feedback to an employee and together they develop a plan for performance improvement and the development of new skills. Coaching differs from a performance appraisal discussion because it usually focuses on one or two specific issues rather than the entire range of objectives and performance. Coaching is a critical skill that you as a supervisor will use actively through the performance management cycle, one that focuses on engaging employees in problem solving and skill development. Topics include: Coaching models, coaching conversations, and delivering feedback

Developing as a Supervisor Series: Employee Selection & Interviewing Techniques (Course 00052) Oct 29, 1:00 – 4:00 p.m, Ticon III, Room 2400
This class is designed for supervisors and managers. The class will help supervisors and managers identify a process of effective selection and introduce UCDHS recruitment and selection guidelines. Topics such as affirmative action goals, development of recruitment plans, the legalities of interviewing and using the position description to develop appropriate interview questions will be considered. Two training videos are used to emphasize the importance of job-related of interview questions, “You be the Judge” and “The Art of Hiring,” which give a brief look at the overall hiring process. Upon completion of this course, participants will be able to: 1) Understand the impact of the position description in the recruitment and selection process; 2) Identify
options for screening applicants; 3) Determine effective methods for planning the interview; and 4) Understand the UCDHS recruitment and selection process.

**Developing as a Supervisor Series: Navigating Personnel Policies (Course 08384)** Oct 1, 8:30 a.m. – 12:00 p.m., ASB Training Room 1840
You will need to know where to find and how to interpret critical resources about policies, leaves and disability management in your role as a supervisor. This course prepares you to navigate and understand essential personnel policies so you can be an effective supervisor, finding what you need when you need it and using it successfully. Topics include: personnel policies, how to find what you need, how to ask for help.

**Developing as a Supervisor Series: Principles of Supervision (Course 08389)** Oct 15, 8:30 a.m. – 4:30 p.m., Courtyard Marriott
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 Series: Sexual Harassment Training for Supervisors and Managers (Course 05203)** Oct 7, 9:00 a.m. – 11:00 a.m., Ticon III, Room 2400
This course fulfills the every two year mandatory training requirement for all UCDHS employees in a supervisory role. Participants will learn the legal definition of sexual harassment and identify behaviors that may constitute sexual harassment; explore the role and liability of the supervisor in enforcing the UCDHS policy on sexual harassment, nondiscrimination and retaliation; and identify and apply techniques to prevent sexual harassment and address complaints. Note: This course is designed for new and current UC Davis Health System supervisors and managers.

**Leave of Absence Administration for Supervisors and Managers (Course 02776)** Oct 5, 1:00 p.m. – 3:00 p.m. Ticon III, Room 2400
This class is designed for Supervisors and Managers and provides the latest information on various types of leave including: Family and Medical Leave (FML) regulated by the Family and Medical Leave Act (FMLA), Family and Medical Leave (FML) regulated by the California Family Rights Act (CFRA), Pregnancy Disability Leave regulated by the California Department of Fair Employment and Housing, Kincare Leave, Leave regulated by the Family-School Partnership Act, Catastrophic Leave. Other topics include: Leave basics, Supervisor/Manager Responsibilities, Medical Certifications, The Interactive Process, and much more.

**Managing Workplace Conflict for Supervisors (Course 08798)** Oct 2, 8:30 a.m. – 4:30 p.m., Oct 5, 8:30 a.m. - 12:00 p.m., Ticon III, Room 2400
You must attend both days to receive credit for this course. 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.
Tips for Managing Intermittent Family and Medical Leaves (Course 07413) Oct 12, 1:00 p.m. – 3:00 p.m., Ticon III, Room 2400
The primary focus of this class is to give managers and supervisors tips and tools needed to better manage intermittent Family and Medical Leave (FMLA), but continuous FMLA Leave, Pregnancy Disability Leave, Parental/Baby-Bonding Leave, and Kin Care are also covered. Class topics include: Reasons for FMLA, eligibility for FMLA, other leave types, pay status while on leave, medical certification requirements, managing intermittent leave, handling questionable leave usage, reasons for second opinions, resources available to supervisors and managers, and required documentation.

UC BENEFITS CLASSES

Benefits Selection Training (Course 07602) Oct 14, 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) Oct 22, 2:00 p.m. – 4:00 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.

Transition From Work Life To Retirement (Course 04571) Oct 23, 9:00 a.m. – 11:00 a.m, Ticon III, Room 2400
Retirement could turn out to be the largest phase of our entire life. We look forward to ease and enjoyment, yet to complete our life in an enjoyable and positive manner, the retirement years are by far the greatest challenge. Most of our attention to retirement is focused on building financial security. There are also personal, emotional and social aspects of the transition into retirement that are very critical. This course will use lecture, discussion and structured activities to help you anticipate these issues and to begin planning to build the life you want in retirement.

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

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