

Following is the schedule of classes for Winter/Spring sponsored by Employee Relations. To register for any classes go to the ICE system at <http://hrweb.berkeley.edu/ice/home/>

Performance Management Series (For Managers and Supervisors)

In this series, supervisors and managers will acquire the information and skills essential in their leadership roles through lecture, role-play, experiential exercises, case studies and small group discussion.

Creating Inclusive Work Environments

Sponsored by: OHR Staff Equity and Diversity Services (formerly known as Staff Affirmative Action Office)

What does an inclusive work environment look like? What can you do as a manager to instill fairness and create a climate of inclusiveness in your workplace? Explore these questions and learn practical strategies you can apply to the work setting.

Facilitator: Staff Diversity Facilitators

Email: Saao@uclink.berkeley.edu

Schedule: Wed. 1/29 (9—12)

Location: 24 University Hall

Contact: 2-5002

URL: <http://hrweb.berkeley.edu/hrsaao.htm>

The Foundation: Job Descriptions

Sponsored by OHR: ER

As a supervisor, you are responsible for defining your employees' job duties. This workshop will provide you with the tools to write job descriptions that reflect primary responsibilities and which will be used to establish performance standards.

Facilitator: Compensation & Classification Staff

Schedule: Wed. 2/5 (9—12)

Location: University Hall

Regis/Info: ICE

Great Expectations: Writing Performance Standards

Sponsored by OHR: ER

In Part 1, you will learn the principles behind writing standards as a baseline for measuring performance and behavior. Part 2 will be a lab in which you write standards for job descriptions you bring to class.

Facilitator: ER Staff

Schedule: Part 1: Wed. 2/12 (9—12)

Part 2: Wed. 2/19 (9—12)

Location: 24 University Hall

Regis/Info: ICE

Providing Feedback: Your Role as Coach

Sponsored by OHR: ER

It is important for supervisors and managers to provide informed feedback on a regular basis. This workshop will provide you with tools to strengthen communication with employees about aspects of specific performance.

Facilitator: ER Staff

Schedule: Thurs. 2/27 (9—12)

Location: 24 University Hall

Regis/Info: ICE

Breaking the Ice: Performance Appraisal as a Communication Tool

Sponsored by OHR: ER

All staff want to know that their contributions will be recognized. It is also important to let them know how performance may be improved. This workshop will help you manage the performance appraisal process to accomplish both.

Facilitator: ER Staff

Schedule: Thurs. Thurs. 3/6 (9 —12)

Location: 24 University Hall

Regis/Info: ICE

Participating in Your Own Appraisal

Sponsored by OHR: ER

Who should attend: Open to all staff

Do you contribute as much as you would like to your own performance appraisal or are you unclear about your role in this important process? This session will help you become an active participant in the process.

Instructor: ER Staff

Schedule: Tues. 3/11 (9:00—12:00)

Location: 24 University Hall

Regis/Info: ICE

Sexual Harassment: Recognize It, Report It, Stop It

Sponsored by: Title IX Compliance Office and OHR Staff Equity and Diversity Services (formerly known as Staff Affirmative Action Office)

Sexual harassment is prohibited by University policy and the law. This workshop provides information and tools regarding: UC policies and procedures, legal liability, types of behaviors, informal/formal strategies, & conducting investigations.

Facilitator: Nancy Chu

Email: climons@uclink4.berkeley.edu

Schedule: Wed. 4/2 (9—12). Also offered in departments upon request.

Location: 24 University Hall

Contact: 2-2795

Taking Corrective Action: Seven Tests of Just Cause

Sponsored by OHR: ER

Corrective action is a way of communicating with employees on how to improve or correct unacceptable behavior or performance. This session will focus on how to utilize this constructive process to guide employees.

Facilitator: ER Staff

Schedule: Wed.(9-12) 4/9

Location: 24 University Hall
Regis/Info: ICE

Brown Baggers

Brown baggers provide a comfortable setting in which to get answers to your human resources questions. Sessions combine informal presentations by experts with questions and discussion from participants. You may bring your lunch to the sessions.

Personnel Files: What Supervisors Want to Know

Sponsored by OHR: ER

Who should attend: Managers and Supervisors

This session will focus on the basics of creating, keeping, and sharing the contents of personnel files.

Facilitator: ER Staff

Schedule: Wed. 2/19 (12:00—1:00)

Location: Tilden Room, Martin Luther King Bldg. (Student Union)

Regis/Info ICE

Update on the Family Medical Leave Act

Sponsored by OHR: ER

Who should attend? Supervisors and Managers

Are you up to date on the latest information on providing Family Medical Leave? If not, attend this session. You'll hear about recent changes and have an opportunity to get your questions answered.

Facilitator: ER Staff

Schedule: Wed. 1/22 (12—1)

Location: Tilden Room, Martin Luther King Bldg. (student union)

Regis/Info: ICE

Your Roles and Responsibilities During the Probationary Period

Sponsored by OHR: ER

Who should attend: Managers and Supervisors

Management has a critical role to play during the probationary period. Learn how to use this time effectively to assess whether an employee is a good match for the position and help employees assess whether their decision is a sound one.

Facilitator: ER Staff

Schedule: Wed. 3/12 (12:00—1:00)

Location: Tilden Room, Martin Luther King Bldg. (Student Union)

Regis/Info ICE

Best Practices Series: Managers as Leaders

As a major employer in the Bay Area, we face many of the same challenges other employers do in terms of hiring highly skilled employees. Research indicates that adequate pay is not enough of a motivator to recruit and retain the highly skilled. This

series presents the most current information taken from practical experience and up to date research on how management can influence recruitment and retention.

Ethics in Everyday Management

Sponsored by OHR: ER

Who should attend? Managers and Supervisors

This session will discuss managing from a position of sound principles and values and the ethical challenges managers and supervisors face as they make daily decisions that have a major impact in the workplace and on the University as an institution.

Facilitator: Thurs. 2/20 (10—11:30)

Location: 24 University Hall

Regis/Info: ICE

Fostering Union Relationships

Sponsored by OHR: ER

Who should attend? Managers and Supervisors

Managing with the various union contracts and dealing with union representatives can be challenging. This session will provide best practices for fostering positive relationships within a unionized work environment.

Facilitator: ER Staff

Schedule: Wed. 4/16 (10—11:30)

Location: 24 University Hall

Regis/Info: ICE

Flexibility in the Workplace

Sponsored by OHR: ER

Who should attend? Open to Management and Staff

Employees want and need flexibility in the workplace as they face the demands of home and work balance. Best practices will be presented on balancing workload issues with increasing demands from applicants and employees for alternative work arrangements.

Facilitator: ER Staff

Schedule: Thurs 5/8 (10—11:30)

Location: 24 University Hall

Regis/Info: ICE