

## PARTICIPANT CHECKLIST - UC PEOPLE MANAGEMENT CERTIFICATE PROGRAM

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

### Requirements – 16 required courses

- ☐ Performance Management Overview
- ☐ Setting Expectations & Individual Performance Goals
- ☐ Giving and Receiving Feedback
- ☐ Engaging and Developing Employees
- ☐ Conducting Performance Appraisals
- ☐ Motivating, Recognizing and Rewarding Employees
- ☐ Coaching for Performance and Development
- ☐ Managing Corrective Action
- ☐ Hiring for Success
- ☐ Strategic On-Boarding
- ☐ What is Implicit Bias?
- ☐ The Impact of Implicit Bias
- ☐ Managing the Influence of Implicit Bias: Awareness
- ☐ Common Forms of Bias
- ☐ Managing the Impact of Implicit Bias: Mindfulness and Conscious De-biasing
- ☐ Managing Implicit Bias in the Hiring Process

### Elective Courses – 4 elective courses (complete one from each competency area)

<p style="text-align: center;"><b>Competency 1: Managing People</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Conflict Management in the Workplace (in-person)</li><li><input type="checkbox"/> Developing Emotional Intelligence</li><li><input type="checkbox"/> Emotional Intelligence (in-person)</li><li><input type="checkbox"/> Identifying the Root Causes of Performance Issues</li><li><input type="checkbox"/> Positive Atmosphere: Establishing a Positive Work Environment</li><li><input type="checkbox"/> Sharing a Vision</li><li><input type="checkbox"/> Situational Leadership (in-person)</li></ul>	<p style="text-align: center;"><b>Competency 2: Administration &amp; Operations</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Help Your Employees Prioritize Their Work</li><li><input type="checkbox"/> Leverage Your Strengths and Avoid Derailing</li></ul>
<p style="text-align: center;"><b>Competency 3: Change Management</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Change Project Management - The Crucial Role of Communication</li><li><input type="checkbox"/> Choosing the Right Strategy for Implementing Change</li><li><input type="checkbox"/> Facilitating Sustainable Change</li><li><input type="checkbox"/> Leading Your Team through Change</li><li><input type="checkbox"/> Making Change Stick</li><li><input type="checkbox"/> Managing Change for Supervisors (in person)</li><li><input type="checkbox"/> Managing Motivation During Organizational Change</li><li><input type="checkbox"/> Moving Forward with Change Planning</li><li><input type="checkbox"/> Navigating Through Changes and Conflicts in Projects</li></ul>	<p style="text-align: center;"><b>Competency 4: Communication</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Building Collaborative Relationships</li><li><input type="checkbox"/> Communicating - Connecting to Your People</li><li><input type="checkbox"/> Dealing with Negative Reactions to Performance Feedback</li><li><input type="checkbox"/> Effective Team Communication</li><li><input type="checkbox"/> Exercising Influence Overview</li><li><input type="checkbox"/> Facilitating Upward Feedback</li><li><input type="checkbox"/> Responding to Conflict</li></ul>