

Certificate Structure (cont'd)

The required courses and electives are completed at a pace and timeframe that meets the needs of the participants. Upon completion of each course the participant is encouraged to apply the skills and knowledge on the job.

After completion of all courses, the participant completes the Post portion of the Competency and Skill Assessment Scales form. The candidate submits the following documentation to the Human Resources Dept. Professional and Organizational Development Unit:

- ◆ Pre/Post Skills Assessment Scales
- ◆ Training Course Transcript

The Completion Certificate will require approximately 8 weeks upon verification of documentation submitted by candidate.



Build the skills critical for success ,
UCM supports you!

Ready to Get Started?

1. For a detailed list of course descriptions, required forms and more program information visit:
<http://hr.ucmerced.edu/training>
2. Sign-up for your required courses at:
[UC Learning Center](#)
3. Download and complete the Pre-Assessment portion of the Competency and Skills Assessment Scales form
4. Meet with your manager to discuss certificate course requirements.
5. Identify/select electives.
6. Please contact us if you have any questions or concerns.

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Supervisory Certificate Program



Building the Skills for Growth and Success



Professional and Organizational Development
Human Resources Department

Email: hrtraining@ucmerced.edu

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Program Goals & Objectives

The UC Merced Supervisory Certificate Program is a flexible, performance skills based program of learning that was designed and has been successfully implemented in UC San Francisco and other UC campuses to provide supervisors and supervisor aspirants with an opportunity to develop supervisory competencies. UC Merced is proud to announce that this Supervisory Certificate Program has been adapted to the needs of UC Merced team members.



The certificate enhances skill development in critical thinking, delegating, coaching, setting expectations, communications, organizational awareness, team leadership, and human resources management. The program encourages developmental communications between participant and his/her manager to facilitate transfer of learning to the job.

The program objectives include:

- ◆ Provide orientation to the supervisor's role
- ◆ Provide supervisory/management skills to enhance performance and productivity
- ◆ Prepare supervisors to effectively manage in a represented environment
- ◆ Facilitate peer learning, feedback and support relationships

Is this program right for you?

The UC Merced Supervisory Certificate Program is suitable for newly designated supervisors and experienced supervisors who wish to enhance their supervisory skills. Aspirants to supervision may also participate. Courses are open to all qualified UC Merced employees regardless of participation in the UC Merced Supervisory Certificate Program.

There are several benefits participants may enjoy as a result of participation in the program:

- ◆ Smooth Transition into supervision roles
- ◆ Achieve results with less stress
- ◆ Supervise more consistently
- ◆ Create a more supportive and productive workplace
- ◆ Enhance your supervisory skills
- ◆ Enhance your career competitiveness

Curriculum

Required: (Most classes are half-day or self-paced online which is flexible and convenient for the active supervisor at UC Merced)

- ◆ Introduction to Management (online)
- ◆ Equal Employment Opportunity (EEO) Law
- ◆ Supervising According to Union Contracts and PPSM
- ◆ Recruiting and Hiring
- ◆ Setting Performance Expectations
- ◆ Coaching to Improve Employee Performance
- ◆ Conducting Performance Appraisals
- ◆ Delegating for Performance and Accountability

Elective Courses

UC Merced team members need to take at least two elective courses from Corporate Leadership Council (CLC) or any other applicable course available through the UC Merced UC Learning Center.

Electives must be consistent with the following criteria:

- ◆ The learning activity must be relevant to the objectives of the certificate program.
- ◆ They must develop job related skills.

Certificate Structure

The participant rates their supervisory skills and competency level using the Competency and Skill Assessment Scales form prior to commencing the program.

