

KEYS

Keys to Enhance Your Supervisory Success

Human Resources welcomes you to UC Berkeley's supervisory training program, Keys to Enhance Your Supervisory Success (KEYS). This program is part of the ongoing effort to improve quality of supervision and organizational effectiveness at UC Berkeley. It is designed for new supervisors as well as existing supervisors who want to hone their supervisory skills.

At no cost to your department, the program offers a valuable opportunity to develop supervisors, many of whom have expanded their scope of responsibilities and supervision.

The KEYS program consists of a multi-track set of workshops, which offers participants the option of attending one workshop, a series of workshops, an entire track, or a whole series, depending on their individual needs. Built into the KEYS program are opportunities for participants to develop peer networks, utilize online learning, practice skills through on-the-job application, and take away a tool kit of resources.

KEYS Program Objectives

- Promote best practices in effective supervisory skills.
- Develop skills to create an inclusive work culture that allows everyone to do the best work.
- Enhance UC Berkeley's management of performance and the development of talent at all levels.
- Reduce risk through increased compliance with University policies and procedures, and employment laws.

Registration and Additional Information

For course descriptions and registration, visit Wisdom Café: <http://wisdomcafe.berkeley.edu>

- Click on *Learning Resources* button (top right on homepage)
- Click on *UC Learning Center*
- Authenticate using your Calnet ID
- Search for *KEYS* and select class title

For further registration questions or information about the KEYS program, email: top@berkeley.edu

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Below is a list of the workshops available in the KEYS program. The current schedule of available workshops can be found at:

<http://hr.berkeley.edu/development/manager-supervisor/keys/workshop-schedule>

KEYS Program

Foundations Track Workshops

- Principles of Supervision: Setting the Context
- Creating an Inclusive Work Environment
- Communication Skills: Listening and Feedback
- Leading Change
- Running Effective Meetings
- Building Teams
- Supervising Students at UC Berkeley

Performance Management Track Workshops

- Performance Management at UC Berkeley
- Communicating Goals and Expectations
- Delegation Skills
- Coaching for Performance and Development
- Conducting Difficult Performance Conversations
- Taking Disciplinary Action

Employee and Labor Relations Track Workshops

- Recruiting and Hiring Staff
- ADA/FMLA - What Every Supervisor Needs to Know
- Compensation and Benefits - What Every Supervisor Needs to Know
- Supervising in a Union Environment

Risk Management Track Workshops

- Minimizing Risk
- Dealing with Disputes and Disagreements
- Disability Management: Understanding the Process
- Creating a Safe and Healthy Workplace

