

Competency Area																
	CORE COURSES (complete all core courses, either online or in person)	eLearn		In person	Managing People (min. 1 elective course from this competency)		Operations (min. 1 elective course from this competency)		Change Management (min. 1 elective course from this competency)		Communications (min. 1 elective course from this competency)		eLearn	In person		In person
UC	Performance Management Overview	X			KEYS 1	KEYS: Recruiting & Hiring Staff*		X	Results Curve		X	KEYS: Leading Change*		X	Responding to Conflict	X
	Setting Expectations & Individual Performance Goals	X	OR			KEYS: Delegation Skills*		X		KEYS: Minimizing Risk*			X	MDP: Change Strategies Part 1 & Part 2*		X
	Giving & Receiving Feedback	X	OR		KEYS 2	KEYS: Creating an Inclusive Work Environment*		X	KEYS: Running Effective Meetings*			X	Resilience and Renewal			X
	Engaging & Developing Employees	X				KEYS: Building Teams*		X		KEYS: Creating a Safe & Healthy Workplace*		X				X
	Conducting Performance Appraisals	X	OR		KEYS 3	KEYS: Supervising in a Union Environment*		X								
	Motivating, Recognizing & Rewarding Employees	X	OR		KEYS 4	Identifying and Addressing Workplace Bullying		X								
	Coaching for Performance	X	OR		KEYS 5	Collaborating Effectively in the Workplace		X								
	Managing Corrective Action	X	OR		KEYS 6	Workplace Civility: Respect in Action		X								
	Hiring for Success	X														
	Strategic On-Boarding	X														
CEB						Identifying the Root Causes of Performance Issues	X		Help Your Employees Prioritize Their Work		X					
																Dealing with Negative Reactions to Performance Feedback
															Building Collaborative Relationships	X
AMA												Change Project Management – The Crucial Role of Communication	X		Communicating – Connecting to Your People	X
													Choosing the Right Strategy for Implementing Change	X		
Lynda.com									Developing Resourcefulness	X		Leading Change	X		Organizational Communication	X
																Communicating with Confidence
Skillsoft						Managing Cross Functional Teams	X					Leadership Essentials – Leading Change	X		Communicating During Difficult Times	X
						The Delegation Process	X							Managing Change – Building Positive Support for Change	X	
						Successful Delegation: Supervise and Encourage	X									Leadership Essentials – Communicating Vision
						Use Delegation to Develop Your Team	X									Interpersonal Communication that Builds Trust
																Working Out & Through Conflict
																Adapting Your Conflict Style
																You and Your Negotiating Counterpart

Core Courses - Complete All

People Management Certificate: All 10 Core Courses + 4 Elective Courses (Select One from Each Competency)

(Please note * for Managers and/or Supervisors only)

- 1 KEYS: Communicating Goals & Expectations *
- 2 KEYS: Conducting Difficult Performance Conversations *
- 3 KEYS: Performance Management at UC Berkeley *
- 4 KEYS: Principles of Supervision *
- 5 KEYS: Coaching for Performance & Development *
- 6 KEYS: Taking Disciplinary Action *