Berkeley People Management

series and certificate program

Berkeley People & Culture, People & Organization Development presents the Berkeley People Management series and certificate program. This innovative program has been designed with YOU in mind. Whether you are an aspiring people leader or are already a seasoned people manager, this program will provide you with an opportunity to grow and develop leadership skills through four certificate tracks: BPM Part 1: Grow Today, BPM Part 2: Grow Your Knowledge, BPM Part 3: Grow Your Team, and BPM Part 4: Grow the Organization.

The BPM program:

- Offers customized professional development paths to cater to where you are in your leadership career
- Provides insight into your people management strengths and opportunities via professional assessments
- Disseminates best practices in effective people management at Berkeley
- Develops skills to promote an inclusive work culture allowing everyone to do their best work
- Offers online and face-to-face workshop options and certificates of completion
- Develops a common language and synchronized practices to create managerial consistency across campus

BPM Program Options

BPM Grow Today	BPM Grow Your Knowledge	BPM Grow Your Team	BPM Grow the Organization
Content refreshers for people management information and aspiring people leaders Certificate of Completion (17 components, fully online)	This series provides the knowledge for successful people management at UC Berkeley Certificate of Completion (10 components, complete within 2 years)	This series provides the skills necessary to engage teams for ultimate group success at UC Berkeley Certificate of Completion (10 components, complete within 2 years)	This series cultivates the leadership skills required for strategic success at UC Berkeley Certificate of Completion (11 components, cohort based)

PEOPLE & ORGANIZATION DEVELOPMENT

HOW DO YOU WANT TO GROW TODAY?

To learn more about this program and other development opportunities for current and aspiring people managers visit our website at bit.ly/ucbleaderdevelopment.

Questions? Contact us at grow@berkeley.edu.

BPM

Curriculum Overview

BPM Part 1: Grow Today

This fully online series is designed for everyone, from seasoned people leaders to those desiring to become a manager, supervisor, or team lead. Seasoned people leaders use these refreshers for pertinent people management information. Aspiring leaders use these quick learning experiences to gain a sense of the breadth of knowledge and depth of responsibility required for a campus leadership role.

- 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
- UC 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 Influence of Implicit Bias: Mindfulness and Conscious De-biasing
- Managing Implicit Bias in the Hiring Process
- **BPM Knowledge Assessment**

BPM Part 2: Grow Your Knowledge

Through this series of face-to-face workshops, managers, supervisors, and team leads obtain the knowledge necessary for successful people management in our campus environment. Even those who have been leading others for years find the content valuable for navigating the parameters of our unique organization.

- **BPM 101** Principles of People Management
- **BPM 102** People Management in a Union Environment
- **BPM 103** Creating an Inclusive Work Environment
- **BPM 104** Communicating Goals, Objectives & Key Results
- **BPM 105** Performance Management
- **BPM 106** Taking Disciplinary Action
- **BPM 107** ADA & FMLA
- **BPM 108** Recruiting & Hiring Staff
- **BPM 109** Compensation & Benefits
- **BPM 110** Foundational Finance

For more information on BPM visit:
bit.ly/berkeleypeoplemanagement

For additional development opportunities for current and aspiring people managers visit:
bit.ly/ucbleaderdevelopment

Contact us:
grow@berkeley.edu

BPM Part 3: Grow Your Team

Through this series of face-to-face workshops, managers, supervisors, and team leads gain the skills required to engage teams for ultimate success.

- **BPM 201** Employee Engagement
- **BPM 202** Communicating with Impact
- **BPM 203** Analyzing & Resolving Conflict
- **BPM 204** Building Teams
- **BPM 205** Delegation Skills
- **BPM 206** Growing as a Coach
- **BPM 207** Leading Change
- **BPM 208** Accomplishing More for Managers
- **BPM 210** Building Trust
- **BPM 211** How Communication Preferences Impact Team Success

BPM Part 4: Grow the Organization

This cohort based series is intended for senior campus leaders. Through a series of face-to-face courses, a 360° leadership assessment, and integrated group coaching, leaders are equipped with the skills essential for strategic success at UC Berkeley and with the support necessary to bring their best selves to the role.

- Do What Matters Most
- 360 Degree Assessment Introduction
- Influential Storytelling for Organizational Leaders
- Driving Vision & Purpose with Organizational Savvy
- Critical Thinking & Creative Problem-Solving
- Building Trust
- Exercising Influence for Collaborative Management
- Budgeting & Financial Planning
- 360 Degree Assessment Report
- Leading for Equity & Inclusion
- BPM Integrated Group Coaching

PEOPLE & ORGANIZATION DEVELOPMENT
HOW DO YOU WANT TO GROW TODAY?