

# Berkeley People Management:

## Power Skills Series and Certificate

*Berkeley People & Culture's People & Organization Development team presents the BPM: Power Skills Program open to participants across the UC system.*

Through this series of live half or full day, instructor led Zoom workshops, managers, supervisors, and team leads will obtain the Power Skills necessary to take their people management to the next level.



### What are Power Skills?

In our ever-evolving world, these non-technical, role-agnostic skills are necessary for navigating the parameters of our unique higher education system.

Power Skills, which are also called soft skills, transferable skills, or human skills, are skills we must acquire and practice to be successful people leaders. People Managers use these skills daily to enable individuals on their teams to interact successfully, navigate change, and drive overall success in the workplace.

### Curriculum Overview

- BPM 101 Principles of People Management
- BPM 103 Creating an Inclusive Work Environment
- BPM 104 Communicating Goals, Objectives & Key Results
- BPM 201 Employee Engagement
- BPM 203 Analyzing & Resolving Conflict
- BPM 204 Building Teams
- BPM 205 Delegation Skills
- BPM 206 Growing as a Coach
- BPM 207 Leading Change

**For additional information on the BPM: Power Skills Program, visit:**

[bit.ly/ucbleaderdevelopment](https://bit.ly/ucbleaderdevelopment)

**Contact us:**

[grow@berkeley.edu](mailto:grow@berkeley.edu)

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



All of our workshops are highly interactive and provide attendees with the opportunity to learn from expert facilitators as well as their peers in the room. We encourage you to take all of the workshops in order to earn the BPM: Power Skill Certificate, but feel free to sign up for any session that interests you.

In addition to learning and practicing the main content of the sessions, attendees will leave each workshop with a deeper professional network that they can call upon at any time as they navigate the often tricky business of people management at the University of California.

Curriculum  
Overview

<b>BPM 101 Principles of People Management</b>	<b>January 30, 2025</b>	<b>9:00am - 4:00pm</b>
<i>In this workshop, you will discover the basic concepts and models successful people leaders use at the UC and beyond. The content covered will give you a strong foundation on which to build the acquisition of the Power Skills you need to be successful in your role.</i>		
<b>BPM 204 Building Teams</b>	<b>February 5, 2025</b>	<b>8:30am - 12:30pm</b>
<i>In this workshop, you will learn and discuss the characteristics of and the tools necessary for building effective teams in the workplace.</i>		
<b>BPM 104 Communicating Goals, Objectives &amp; Key Results</b>	<b>February 19, 2025</b>	<b>8:30am - 12:30pm</b>
<i>In this workshop, you will discuss how goals and performance standards can be built into the performance management cycle and performance evaluation process for your team.</i>		
<b>BPM 205 Delegation Skills</b>	<b>March 5, 2025</b>	<b>8:30am - 12:30pm</b>
<i>In this workshop, you will be introduced to tools useful as you plan and prepare for delegation of work tasks and projects. You will learn how to effectively communicate when delegating and how to plan for follow-up that ensures successful task or project completion.</i>		
<b>BPM 206 Growing as a Coach</b>	<b>March 19, 2025</b>	<b>9:00am - 4:30pm</b>
<i>In this workshop, you will discover the fundamental tools and techniques needed to coach others and how to give effective feedback that will enable employees to do their best work and develop themselves for the future.</i>		
<b>BPM 203 Analyzing &amp; Resolving Conflict</b>	<b>April 8, 2025</b>	<b>9:00am - 4:30pm</b>
<i>In this workshop, you will discover how to effectively manage conflict between individuals or work teams in the workplace.</i>		
<b>BPM 103 Creating an Inclusive Work Environment</b>	<b>April 16, 2025</b>	<b>8:30am - 12:30pm</b>
<i>In this workshop, you will learn how to foster an inclusive work environment using introductory frameworks and concepts. You will engage in discussions with colleagues about how to apply the information to your work and learn how to respond effectively to cultural and racialized tensions that occur in the workplace.</i>		
<b>BPM 207 Leading Change</b>	<b>April 22, 2025</b>	<b>9:00am - 4:30pm</b>
<i>In this workshop, you will be provided with the knowledge and skills necessary to successfully lead a team through a change initiative.</i>		
<b>BPM 201 Employee Engagement</b>	<b>May 7, 2025</b>	<b>9:00am - 4:30pm</b>
<i>In this workshop, you will be given an overview of employee engagement and new employee onboarding, discover an assessment model useful in employee engagement, discuss a tool for creating an engagement action plan, and learn communication techniques allowing you to share your engagement strategy successfully.</i>		