# KEYS Workshop Schedule – Cycle 17

| Foundations Track  
(July - September 2017) | Performance Management Track  
(September, October 2017) | Employee & Labor Relations Track  
(October, November 2017) | Risk Management Track  
(November, December 2017) |
|------------------------|-----------------------------|---------------------------|---------------------------|
| Principles of Supervision: Setting the Context  
Thursday, 7/20  
8:30am-4:30pm | Performance Management at UC Berkeley  
Tuesday, 9/12  
8:30am-12:30pm | Recruiting & Hiring Staff  
Monday, 10/23  
9:00am-3:00pm | Minimizing Risk  
Wednesday, 11/29  
9:00am-12:30pm |
| Creating an Inclusive Work Environment  
Tuesday, 8/8  
9:00am-4:00pm | Communicating Goals & Expectations  
Wednesday, 9/20  
8:30am-12:30pm | ADA/FMLA - What Every Supervisor Needs to Know  
Wednesday, 11/1  
1:00pm-4:30pm | Dealing with Disputes & Disagreements  
Wednesday, 12/6  
9:00am-12:30pm |
| Communication Skills: Listening and Feedback  
Wednesday, 8/16  
8:30am-4:30pm | Delegation Skills  
Wednesday, 9/27  
8:30am-12:30pm | Compensation & Benefits - What Every Supervisor Needs to Know  
Tuesday, 11/7  
8:30am-12:30pm | Disability Management: Understanding the Process  
Wednesday, 12/13  
9:00am-12:30pm |
| Building Teams  
Tuesday, 8/22  
8:30am-12:30pm | Coaching for Performance & Development  
Wednesday, 10/4  
8:30am-4:30pm | Supervising in a Union Environment  
Wednesday, 11/15  
9:00am-12:00pm | Creating a Safe & Healthy Workplace  
Tuesday, 12/19  
9:00am-12:30pm |
| Leading Change  
Tuesday, 8/29  
9:00am-3:00pm | Taking Disciplinary Action  
Wednesday, 10/11  
8:30am-12:00pm |  |
| Running Effective Meetings  
Wednesday, 9/6  
8:30am-12:30pm | Conducting Difficult Performance Conversations  
Wednesday, 10/18  
8:30am-12:30pm |  |

Workshops held in University Hall, #24 (basement level)  
2199 Addison Street, Berkeley  
Logistics Questions/Support: contact x 3-5302

KEYS Program Questions: contact Kathy Mendonca  
k mendonca@berkeley.edu