



This is People & Organization Development (POD)



Berkeley People & Culture

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

grow.berkeley.edu

The People & Organization Development (POD) team is part of Berkeley People & Culture. Our goal is to help individuals, groups, teams, leaders, and in general, our campus, grow. We do this in many ways, over many modalities, meeting people where they are and giving them the support and tools that they need to grow at UC Berkeley.

Pillars of Growth

The POD strategy focuses on eight foundational pillars:

Grow Your...

Career
Community
DEIB
Engagement
Journey
Impact
Resources
Skills

Each pillar is designed to engage our campus staff, and in some cases, our faculty and academic personnel, to help them on their learning and development journey while they work at UC Berkeley

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Table of Contents

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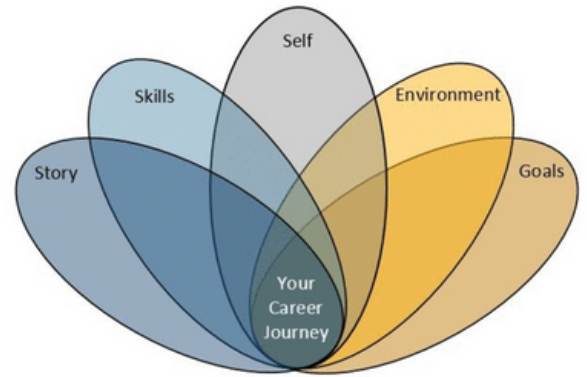


1	Cover Page
2	Table of Contents
3	Grow Your Career, Grow Your Community
4	Grow Your DEIB
5	Grow Your Engagement, Grow Your Impact
6	Grow Your Journey
7	Grow Your Resources
8	Grow Your Skills
9	Achieve Together, BPM Exec Coaching, BPM Series
10-13	Berkeley People Management Parts 1-4 Overview
14	Mastermind, Management Skills Assessment Program, NOW Conference
15	RAPDP, Staff Service Awards, Sponsored Tuition Program
16	Technology & Systems Training, UC Coro Systemwide Collaborative
17	UC Managing Implicit Bias & UC People Management Certificates
17	UC and UC Berkeley's Women's Initiative for Professional Development
18	Gartner, LinkedIn Learning, NCCI Partnership
19	BPM Knowledge Assessment, Change Management Toolkit
19	Change Style Preference, DiSC®
20	Grow on the Go Library, My UC Career Portal
20	Growing as a Coach Toolkit, New Employee Onboarding Toolkit
21	Transferable Skills Library, Wisdom Café
21	UC Systemwide Core Competencies, UC Berkeley Acronyms & Terms
22	Development Planning Guide, Moving Beyond Bias Training, UC Experience Conversations
23	Toolkits: Leading and Managing Student Employees, Succession Planning, Team Building
24	Berkeley Staff Assembly Mentorship, UC Berkeley Exec Education
24	Berkeley Staff Orgs, Identity-based Orgs, Communities of Practice

Grow Your Career

This pillar is designed to provide UC Berkeley staff the tools, experiences, and resources they need to be successful in their career growth. While we can't take personal responsibility for the career growth of each individual on campus, we do hope to empower individuals to take control of their career and provide them with the help and resources to navigate their Berkeley career lattice.

Programs and services offered from the Grow Your Career Pillar include: **Career Development Workshops, 1:1 Career Coaching, the Next Opportunity at Work (NOW) Conference, and Career Development Fellowships.** Through this pillar, we also support the following systemwide programs and tools: the **Management Skills Assessment Program (MSAP)** and the **My UC Career** tool.



The Grow Your Career portfolio is managed by Lisa Rykert and Andrea Parthasarathy.

hr.berkeley.edu/grow/grow-your-career

Grow Your Community

hr.berkeley.edu/grow/grow-your-community-wisdom-cafe



All members of the POD team believe in the power of collective action. We enable this by offering staff resources to grow their networks and community, enabling success through our social learning platform, **Wisdom Café.**

On the Wisdom Café, staff can learn about our staff organizations, discover tips on how to build their network, learn about staff career journeys, and more. The Wisdom Café is not only a social learning platform, it also includes a weekly development series called Wisdom Café Wednesdays. Sign up to receive this learning newsletter in your inbox every Wednesday at 9:00 am!

The Wisdom Café is managed by Deepak Sharma on the POD team.

Grow Your DEIB

At UC Berkeley, Diversity, Equity, Inclusion and Belonging matter. We recognize that unique lived experiences shape the way employees manage projects, collaborate in teams, communicate and so much more!

As such, we encourage you to seek out, acknowledge and value different perspectives and ways of working. Here, you will find tools and resources geared towards creating a workplace where we all feel like we belong.



On the Grow Your DEIB page, you will find an overview of impactful programs and resources:

- Consulting Services Available
- Helpful Toolkits and Guides
- DEIB Training and Development
- Foundational Skills Training
- DEIB Events Calendar
- DEIB Campus Partners

Do you know of a DEIB resource or tool not listed on the page? Please let us know by contacting Laura Pulido so we can continue to expand these resources for you!



The Grow Your DEIB portfolio is managed by Lasana Hotep.

<https://hr.berkeley.edu/grow/grow-your-deib>



**DIVERSITY
EQUITY
INCLUSION
& BELONGING**



Grow Your Engagement

hr.berkeley.edu/employees

The Grow Your Engagement pillar is designed to help UC Berkeley staff develop strategies to maximize job satisfaction and contribution. While this portfolio has transitioned from POD to our colleagues in Diversity, Equity, Inclusion, and Belonging (DEIB), we played an important role in the development of programs in the portfolio and continue to partner to keep this work moving forward. Programs in this portfolio include the **New Employee Reception and Orientation (NERO)**, **Staff Appreciation Weeks (SAW)**, and support our many **Staff Organizations** (Communities of Practice and Identity-based Staff Organizations). Programs related to Employee Engagement that remain in the POD portfolio include **Cultural Onboarding Consulting Services** and the **Onboarding Toolkit**, led by James Dudek, and the **Staff Service Awards**, led by Deepak Sharma.

Grow Your Impact

hr.berkeley.edu/grow/grow-your-impact



The Grow Your Impact pillar is our organizational consulting, coaching, and facilitation group for campus. At POD, we believe in every manager's ability to successfully contribute to the attainment of UC Berkeley's mission. We enable this by offering services to campus leaders in the following areas...

- Building Trust Initiatives
- Change Initiative Facilitation
- Change Style Indicator Workshop
- Coaching (5 styles)
- Cross-functional Collaboration Services
- Customized Workshops
- Cultural Onboarding
- DiSC® Assessment and Facilitation
- Korn Ferry Leadership 360®
- Performance Development Support
- Process Automation
- Retreats
- Strategic Planning
- Succession Planning Consulting
- Team Development
- Technology and Systems Training
- Whole Brain Workshop

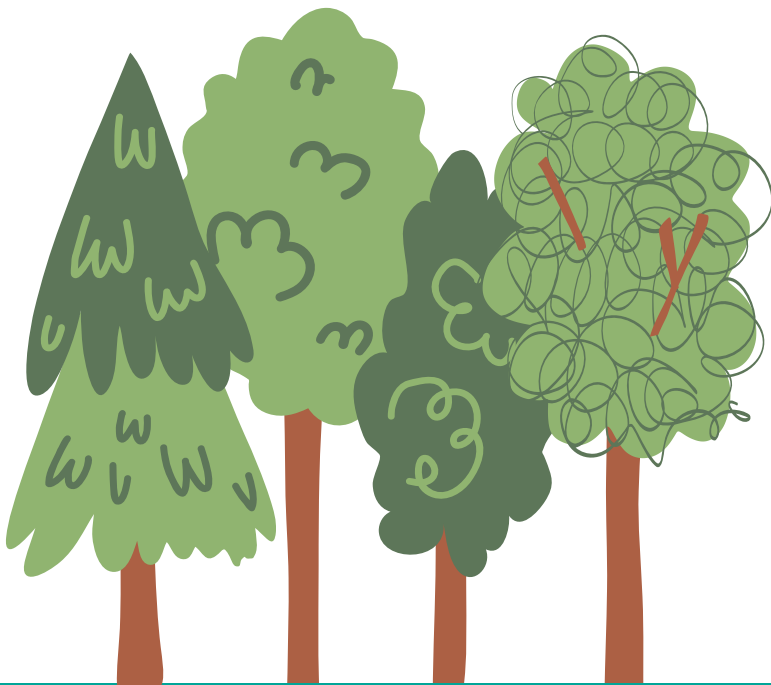
Click here to learn more about each of these offerings. We invite you to fill out a quick **intake form**, and a member of the People & Organization Development team will connect with you to discuss options for support!

Grow Your Journey



hr.berkeley.edu/grow/grow-your-journey

Click here to explore learning and development pathways to help you navigate your job family and career growth **journey**.



At UC Berkeley, we believe that learning is a fundamental part of working. Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. To actively support this, we provide all staff employees with at least **80 hours (10 days)** per year to engage in professional development activities. As you consider how to spend your valuable professional development time, we have crafted a number of Learning Pathways that you may consult as you build your personalized learning journey.

Don't see yourself or your role in this list, contact grow@berkeley.edu to partner with us to build a Learning Pathway for your job family.

Grow Your Resources

<https://hr.berkeley.edu/grow/grow-your-resources>

All members of the POD team believe in the power that can be obtained when people are given access to tools tailored to our campus environment. We enable this by curating and sharing tools and resources for success at UC Berkeley and beyond through this pillar. **This pillar is used as a one-stop shop for collecting and distributing all of the amazing resources available at UC Berkeley and beyond.** It includes numerous access points, such as Helpful Tools for Staff, which includes the **Change Management Toolkit, Employee Onboarding Toolkit, Healthy Meeting & Event Guide, Growing as a Coach Toolkit, Preventing Sexual Harassment in your Academic Department Toolkit, and the UC Berkeley Acronyms & Useful Terms list.**

This page also includes **Work Life Balance resources, Resources for Leaders, our External Resources** and **Perks** page, and a link to our **Learning & Events Calendar**.

Let's unpack those last two a bit more...



Building and sharing content through the Grow Your Resources page is the responsibility of all POD team members.

External Resources

The External Resources and Perks page includes links to campus and systemwide vendors that provide learning and development resources to UC Berkeley employees. Some important partners that every UC Berkeley employee should familiarize themselves with include:

- LinkedIn Learning
- Gartner - research & advisory board
- NCCI - Network for Change & Continuous Innovation
- Chronicle of Higher Education



Learning & Events Calendar

The Learning & Events Calendar is open to all POD employees to post their learning events or those from their campus partners. This tool is an excellent resource for campus, and all POD employees are encouraged to use it extensively to spread the word about all that we do to help campus grow.

[Find upcoming events](#)

Grow Your Skills

<https://hr.berkeley.edu/grow/grow-your-skills>

Probably the most robust pillar from the POD team is **Grow Your Skills**. At UC Berkeley, we believe in our ability to build knowledge among the world's best and brightest, including our staff. Every member of the POD team supports this work through the development, facilitation, and programmatic support of a complete portfolio of skill development programs and opportunities.

The Grow Your Skills pillar is divided into a number of sub-categories to allow for easy navigation for our campus clients

Useful Learning Links, Informal & Social Learning, Development for Leaders, Learning from our Campus Partners, Learning for Everyone, Development for Professionals, and Systemwide Learning. We also use this page to advertise our Sponsored Tuition Program, and a small selection of the certificates that staff can earn through that program.

Quick Guides Ahead!

Important....

Programs

Partners

Tools

Resources



Grow Your Skills Quick Guide - Important Programs

Achieve Together

Achieve Together is our performance development program for non-represented employees and managers driven by a series of regular check-in conversations and results-driven goals, replacing the UC Berkeley annual performance review. Achieve Together is managed by Jan-Crosbie Taylor.

<https://hr.berkeley.edu/performance/achieve-together>



Berkeley People Management: Executive Coaching Program

Berkeley People Management: Executive Coaching Program is a cohort-based leadership development experience for staff leaders at UC Berkeley. The program includes coachability workshops, group coaching, Korn Ferry Leadership 360, and six months of unlimited coaching through our vendor, BetterUp. The program fee associated with the program of \$1,000. The program is managed by Colin Gerker-Junsay and Ying Kauh.

<https://hr.berkeley.edu/berkeley-people-management-executive-coaching-program>



Berkeley People Management Series (4 Parts)

Berkeley People Management (BPM) is made up of four unique leadership development program series, designed to match the development arch of our campus clients. In addition to the courses that make up each program series, each course includes a curated list of Additional Resources that enable our campus clients to start their learning journey immediately, and at their own time and pace. Check out pages 10-13 for descriptions of each part.

The entire BPM series (parts 1, 2, 3, and 4) is managed by Kathy Mendonca

<https://hr.berkeley.edu/grow/grow-your-skills/development-leaders/berkeley-people-management-bpm-series-certificate-programs>

BPM Part 1: Grow Today

Fully online refreshers for pertinent people management information and aspiring people leaders at UC Berkeley

BPM Part 2: Grow Your Knowledge

This series provides the knowledge for successful people management at UC Berkeley

BPM Part 3: Grow Your Team

This series provides the skills necessary to engage teams for ultimate group success at UC Berkeley

BPM Part 4: Grow the Organization

This series cultivates the leadership skills required for strategic success at UC Berkeley



Berkeley People Management: *Part 1: Grow Today*

BPM Part 1: Grow Today

Fully online refreshers for pertinent people management information and aspiring people leaders at UC Berkeley

BPM Part 1: Grow Today is a fully online program series made up of 17 separate learning activities.

The program can be used by aspiring leaders, to gain insight in supervisory and managerial foundational knowledge or by seasoned managers who are looking to refresh their knowledge and enhance their supervisory / managerial edge.

The program series include the full curriculum for the **UC Systemwide Managing Implicit Bias Certificate**, and after completion of the Grow Today certificate, individuals are only four courses away from achieving the **UC Systemwide People Management Certificate**. The series ends with the **Berkeley People Management Knowledge Assessment**, which assesses an individual's knowledge of nine important factors of leadership at UC Berkeley. After completing the assessment, individuals are sent an email sharing with them resources to continue their growth in any of the nine areas where they scored less than 70%.

Many of these resources are courses within the next program series, **Berkeley People Management Part 2: Grow Your Knowledge**.



<https://hr.berkeley.edu/grow/grow-your-skills/development-leaders/berkeley-people-management-bpm-series-certificate-2>

Berkeley People Management: *Part 2: Grow Your Knowledge*

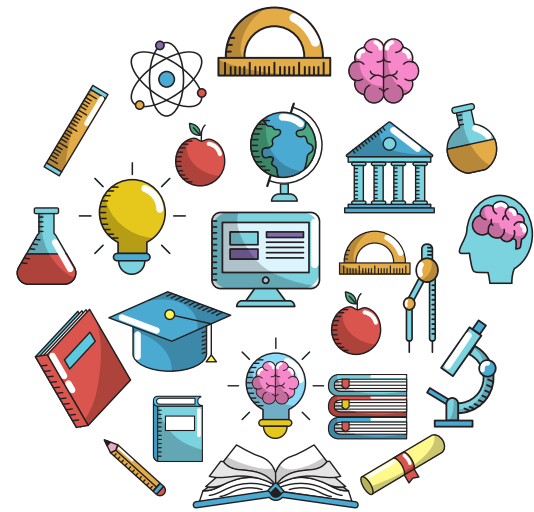
BPM Part 2: Grow Your Knowledge

This series provides the knowledge for successful people management at UC Berkeley

BPM Part 2: Grow Your Knowledge is designed for those to people management at UC Berkeley.

The program series includes 10 synchronous, instructor led training courses. Everyone can benefit from the content of these courses as they learn to navigate their supervisory/managerial career at UC Berkeley.

The series has been designed as a pop-in / pop-out series, allowing campus clients the flexibility to pick and choose the courses they wish to take, if they do not wish to receive a certificate for completing the entire series. The entire series is run twice per year, once in the spring and once in the fall.



<https://hr.berkeley.edu/grow/grow-your-skills/development-leaders/berkeley-people-management-bpm-series-certificate-3>

Berkeley People Management: *Part 3: Grow Your Team*

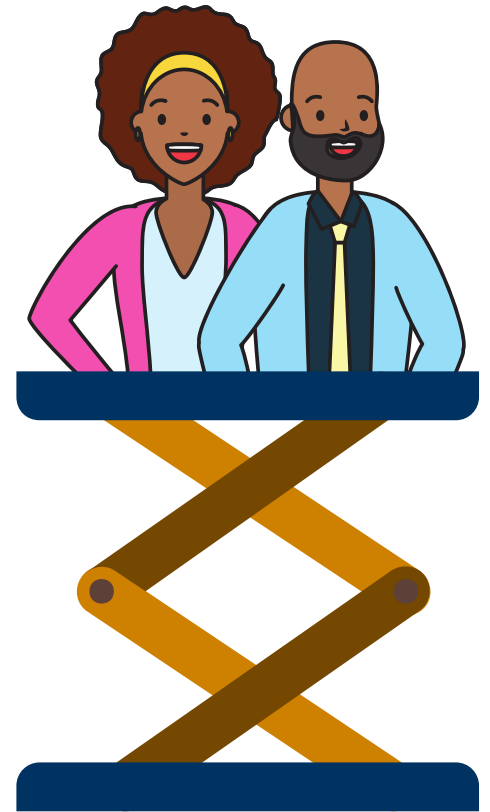
BPM Part 3: Grow Your Team

This series provides the skills necessary to engage teams for ultimate group success at UC Berkeley

BPM Part 3: Grow Your Team is designed for supervisors, managers, and/or team leads who feel they have the basics of people management mastered and are looking to take their leadership to the next level.

The program series includes 11 synchronous, instructor-led training courses. Any manager who is looking to enhance their people management success will benefit from the courses in this program series.

Like BPM Part 2, this series is designed as a pop-in / pop-out series, allowing campus clients the flexibility to pick and choose the courses they wish to take, if they do not wish to receive a certificate for completing the entire series. The entire series is run twice per year, once in the spring and once in the fall.



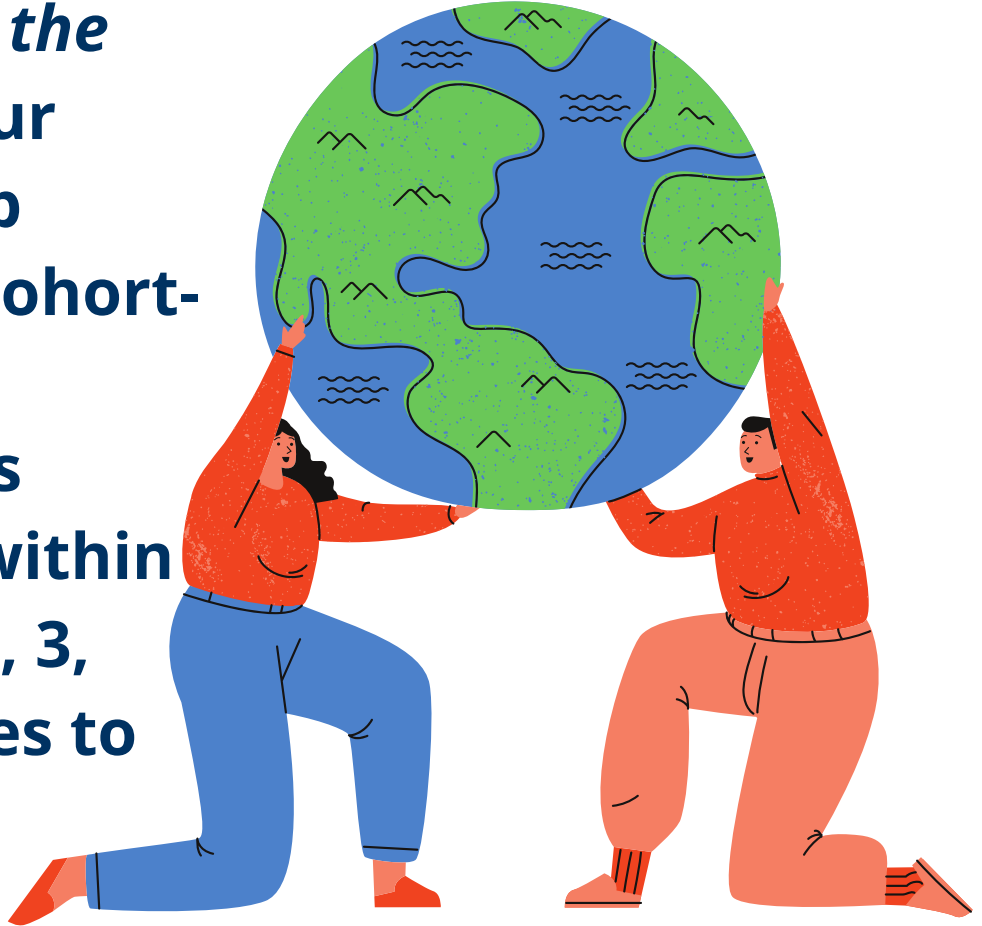
<https://hr.berkeley.edu/grow/grow-your-skills/development-leaders/berkeley-people-management-bpm-series-certificate-0>

Berkeley People Management: *Part 4: Grow Your Organization*

BPM Part 4: Grow the Organization

This series cultivates the leadership skills
required for strategic success at UC
Berkeley

BPM Part 4: Grow the Organization is our senior leadership program. It is a cohort-based program, engaging campus clients who fall within the Manager 1, 2, 3, and/or 4 job codes to participate.



The program is made up of **eight synchronous, instructor led training courses**. It also includes a developmental 360, using the **Korn Ferry Leadership 360**, and integrated group coaching, where participants are led through a real-time discussion of the course content and how it will help them to be successful with any real-world challenges they are facing.

Unlike other parts of the BPM series, BPM Part 4 is completed as a cohort, meaning participants must commit to attending all course sessions together. This design, along with the content and additional 360 and integrated group coaching sessions, make this an impactful leadership development experience where our campus clients not only learn new content, but broaden their UC Berkeley network.

<https://hr.berkeley.edu/grow/grow-your-skills/development-leaders/berkeley-people-management-bpm-series-certificate-1>

Important Programs - Grow Your Skills Quick Guide

Mastermind Groups

These meetings bring contributors from various focus areas together to share strategies on pressing topics of the day and build community. The groups are solution-oriented social learning opportunities where one announced main topic and one decided-upon in the moment topic is discussed. We have groups for:

Managers

Data Visualization

Organization Effectiveness

<https://hr.berkeley.edu/mastermind-groups>

Management Skills Assessment Program (MSAP)

MSAP is a systemwide program, designed to help, engage, and prepare high potential early-career staff supervisors through an intensive, off-campus assessment centered experience. The four-day program provides insights and experiences that have a profound impact on participants' professional development through a variety of simulated experiences and observational feedback. Assessee work with their assigned assessor to begin designing an individualized professional development plan on-site to bring back to campus to continue their developmental journey. Significant pre-work is required of assessee prior to the program, including a 360-degree feedback process and a 90-minute simulation exercise.

The MSAP program is managed by Andrea Parthasarathy.

<https://hr.berkeley.edu/grow/grow-your-career/management-skills-assessment-program>

Next Opportunity at Work (NOW) Conference

The Next Opportunity at Work (NOW) Conference is our annual career development conference for UC Berkeley staff. NOW includes a main conference day with engaging keynote speakers, workshops, and networking. The conference also offers a week of 1:1 and group sessions with career coaches and talent acquisition professionals. The conference is open to UC Berkeley employees and all UC locations.



The NOW Conference planning committee is co-chaired by Lisa Rykert and Ying Kuah. The committee is made up of staff from People & Culture and other campus partners.

<https://hr.berkeley.edu/now-conference>



Important Programs - Grow Your Skills Quick Guide

Research Administration Professional Development Program

The Research Administration Professional Development Program (RAPDP) is a training curriculum designed for both new and experienced Research Administrators. The program consists of 25 workshops that cover foundational, pre-award, post-award and specialized topics. The purpose of RAPDP is to create a talent pipeline and foster recognition of the field as a profession. It enables employees to assess their baseline competencies and skills, and obtain professional proficiency through sequential in-depth skill building via a standardized learning and development curriculum that is complemented by formalized on the job training.

RAPDP is managed by Ying Kuah.

<https://hr.berkeley.edu/research-administration>



Staff Service Awards

The Service Award celebrations take place each year in February. At the event, we celebrate staff who have achieved a milestone anniversary in the previous calendar year.

Service Award Luncheon: Staff who are celebrating a 20, 25, 30, 35, 40, 45 or 50 year milestone at UC Berkeley are invited to the Service Award Luncheon.

Service Award Reception: Staff who are celebrating a 5, 10, or 15 year milestone at UC Berkeley are invited to the Service Awards Reception.

The Service Awards are led by Deepak Sharma.

<https://hr.berkeley.edu/hr-network/personnel-resources/service-awards/awards>



Sponsored Tuition Program

Sponsored Tuition is a career development initiative spearheaded through a partnership between Berkeley People & Culture and UC Berkeley Extension which provides tuition assistance for eligible employees.

Through this program, UC Berkeley People & Culture covers the course fees/tuition for all eligible UC Berkeley employees to take UC Berkeley extension courses. Employees can choose from all UNEX courses, except intensive/international programs such as boot camps and concurrent enrollment courses, and have their tuition paid by the POD budget.

The Sponsored Tuition Program is managed by Angela Stopper.

<https://hr.berkeley.edu/sponsored-tuition>

Important Programs - Grow Your Skills Quick Guide



Technology and Systems Training

Our Technology and Systems Training program offers professional development opportunities to all campus employees with a results-oriented focus on productivity, process improvement, data management, business intelligence, and automation. The course catalog features over 35 custom-designed, synchronous instructor led trainings. No prerequisites are required, allowing learners to manage their own learning path and desired pace. Reserved sessions are available for current offerings or special topics can be scheduled for specific learner groups or business units. Additionally, consultation and support services are available to leverage practical application of technologies to collaboratively achieve process improvement solutions.

The Technology and Systems Training and consulting portfolio is managed by Keith Samsell.

<https://hr.berkeley.edu/tech>

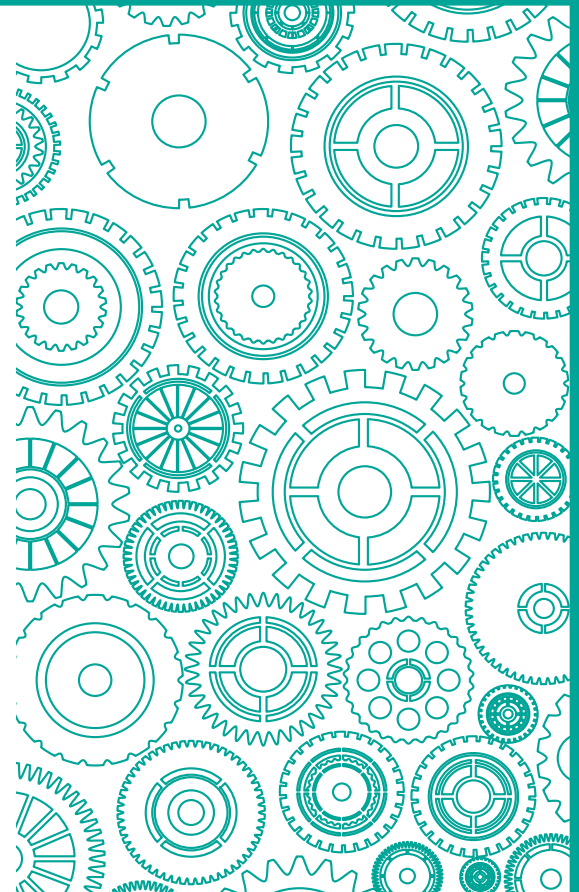
UC CORO Systemwide Leadership Collaborative

The UC CORO Systemwide Leadership Collaborative is a systemwide program delivered in partnership with CORO Northern California to enhance leadership skills and foster relationships, networking, and collaboration across UC. The program includes 13 full-day interactive class sessions held at various UC locations giving participants the opportunities to learn about UC's unique educational opportunities, research, and public service. It also includes a Logic Study, small group work, and an intensive group project.

Attendees must report to a UC Berkeley Cabinet member, and the program costs are paid by the sponsoring department, not POD.

The UC CORO Systemwide Leadership Collaborative is Managed by Angela Stopper.

<https://www.ucop.edu/human-resources/coro/index.html>



Important Programs - Grow Your Skills Quick Guide

UC Systemwide Managing Implicit Bias Certificate

The UC Managing Implicit Bias Series is an online, asynchronous, six-course training series designed to increase awareness of implicit bias and reduce its impact at the University. The series reinforces the UC diversity, equity, and inclusion values that enable the University to attract and retain a top talent workforce, and it further supports the UC commitment to developing effective leaders and managers of people.

The program is included in the Berkeley People Management Part 1: Grow Today series.

<https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/talent-management/professional-development/managing-implicit-bias.html>

UC Systemwide People Management Certificate

This UC Systemwide People Management Certificate is an online, asynchronous program available for seasoned people leaders as well as anyone desiring to become a team lead, supervisor, or manager. The series consists of core and elective courses covering the following topics: Managing People, Performance Management, Managing Implicit Bias, Operations, Change Management, and Communications.

The core courses for this program are included in the Berkeley People Management Part 1: Grow Today series.

<https://hr.berkeley.edu/uc-systemwide-people-management-certificate>

UC Women's Initiative for Professional Development (UC WI)

The UC Women's Initiative for Professional Development (UC WI) is a unique, experiential, systemwide professional development program for mid-career professionals that brings together participants from every UC location. Participants represent faculty, academic personnel, staff, people managers, and non-people managers. Fees for UC WI are covered by a partnership between the POD team, UC Berkeley's EVCP office, and the Vice Provost for the Faculty.

UC WI is managed by Deepak Sharma.

<https://hr.berkeley.edu/uc-womens-initiative-professional-development-uc-wi>

UC Berkeley Women's Initiative for Professional Development (UCB WI)

The UC Berkeley Women's Initiative is designed to provide a learning, development, and networking experience for professionals who apply for UC WI and are not selected because of the extremely competitive selection process for the systemwide program. Once yearly, POD brings all nominees for UC WI together for this unique celebration of their commitment to our campus and their professional development.

UC Berkeley WI is managed by Deepak Sharma.

<https://hr.berkeley.edu/grow/ucbwi>

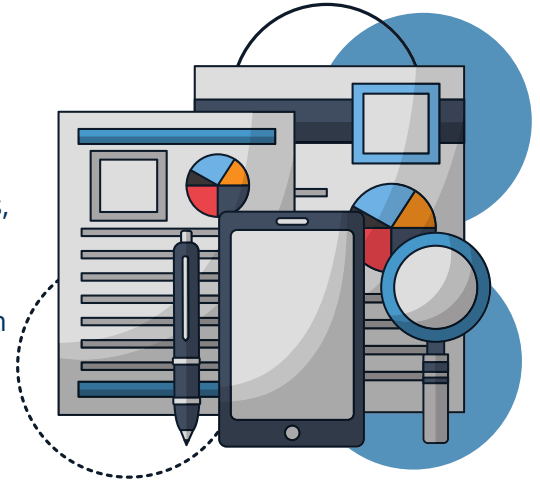


Important Partnerships: Grow Your Resources Quick Guide

Gartner®

Gartner (formerly CEB - Corporate Executive Board) is the world's leading member-based advisory company, providing research, tools, resources, and best practices in a variety of disciplines to leaders in a variety of industries. UC has a systemwide membership with Gartner which allows all UC employees to access these resources on an unlimited basis. All fees for accessing Gartner for UC Berkeley staff are paid by the POD budget.

<https://hr.berkeley.edu/external-resources>



LinkedIn Learning

LinkedIn Learning is a leading online learning platform that helps anyone learn business, software, technology, and creative skills to achieve personal and professional goals. Through UC Berkeley's subscription, employees have access to the LinkedIn Learning video library of engaging, top-quality courses taught by recognized industry experts. All fees for accessing LinkedIn Learning for UC Berkeley staff are paid by the POD budget.

<https://hr.berkeley.edu/external-resources>



NCCI

The Network for Change and Continuous Innovation: Higher Education's Network for Change Leadership. NCCI was founded in 1999 by national leaders in continuous improvement, organizational development, planning, quality, institutional effectiveness, and related areas. The NCCI vision is to position higher education institutions to be agile, lifelong learning models to transform lives and communities around the world. All fees for accessing NCCI material or attending NCCI events for UC Berkeley staff are paid by the POD budget through an institutional membership for UC Berkeley. Our relationship with NCCI is managed by James Dudek and Jan Crosbie-Taylor.



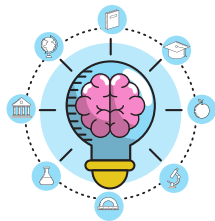
Important Tools - Quick Guide

Berkeley People Management Knowledge Assessment

The Berkeley People Management Knowledge Assessment was developed especially for managers, supervisors, and team leads at Berkeley to gauge knowledge in key areas. Once completed, the assessment provides a list of suggested development opportunities and resources related to any significant knowledge gaps identified.

The BPM Knowledge Assessment is part of the curriculum of BPM Part 1: Grow Today.

<https://hr.berkeley.edu/grow/grow-your-skills/development-leaders/berkeley-people-management-knowledge-assessment>



Change Style Indicator

The Change Style Indicator is an assessment tool that can be used for group retreats or individuals to determine preferred styles when engaging with change. Post assessment, we can explore the continuum of the primary change style preferences, review the advantages and drawbacks of each, and learn to appreciate the value of all perspectives. This tool is used to help people and groups learn to manage their response to change and its consequences, either as a leader or as an individual contributor.

<https://hr.berkeley.edu/grow/grow-your-impact/services-offered>

DiSC®: Description available via the BPM Part 3 website and at Grow Your Impact (Services Offered)

The DiSC® model provides a common language for people to use to better understand themselves and adapt their behaviors with others. DiSC® is a non-judgmental tool used for discussion of people's behavioral differences, communication preferences, and more. This program is delivered as a half-day session as part of BPM Part 3: Grow Your Team or as a 2-hour workshop as part of the Grow Your Impact program offerings. **Program facilitators are Angela Stopper and Colin Gerker-Junsay.**

<https://hr.berkeley.edu/grow/grow-your-skills/development-leaders/berkeley-people-management-bpm-series-certificate-0>

<https://hr.berkeley.edu/grow/grow-your-impact/services-offered>



Dominance, influence, steadiness, conscientiousness

Change Management Toolkit: Grow Your Resources (Helpful Tools for Staff)

Tips, tools, and techniques for leading successful change initiatives on campus and beyond.



https://hr.berkeley.edu/sites/default/files/change_management_toolkit.pdf

Important Tools - Quick Guide

Grow on the Go Library

Grow on the Go is the name of our microlearning program. It is made up of mini-learning lessons (mostly less than 15 minutes) to engage campus staff on a number of topics pertaining to work and growth at UC Berkeley.

The Grow on the Go portfolio is created and managed by Colin Gerker-Junsay.

<https://hr.berkeley.edu/grow-go-library>



Growing as a Coach Toolkit: Access through Grow Your Resources (Helpful Tools for Staff) or under Additional Resources on the BPM Part 3 Growing as a Coach course description

Tips, tools, and techniques for growing your managerial coaching skills.

https://hr.berkeley.edu/sites/default/files/growing_as_a_coach_electronic_materials_3_17.pdf



My UC Career

This online development portal is available to all UC faculty, academic personnel, staff, and students seeking to advance their career. Six self-paced modules help users discover their internal UC career mobility options, highlight accomplishments, and identify how they can achieve their career goals within UC.

As part of our Grow Your Career pillar, our liaison with UCOP for the My UC Career portal is Lisa Rykert.

<https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/my-uc-career.html>



New Employee Onboarding Toolkit:

Tips, tools, and techniques related to culturally onboarding new employees at UC Berkeley.

New Employee Onboarding

Berkeley People & Culture

James Dudek manages the New Employee Onboarding Toolkit and offers consultation!

<https://hr.berkeley.edu/managers/onboarding-timeline-and-toolkit-campus-remote-and-hybrid-employees>



Important Tools - Quick Guide

Transferable Skills Library

The Transferable Skills Library was developed to help campus staff become more effective in their campus role, as well as develop their skills needed for future roles on campus. This online library has articles, courses, and videos to help staff develop the 20 most transferable skills across all unrepresented job standards in the UC system.



<https://hr.berkeley.edu/grow-grow-your-skills/learning-everyone/transferable-skills-library>

UC Berkeley Acronyms & Useful Terms

The UC Berkeley Acronyms & Useful Terms list is maintained by the EVCP office. It is a comprehensive list of the many acronyms used on campus.

https://docs.google.com/spreadsheets/d/1C3PvnI5DE_mySp5-zj_OX2DRejKMnBTr8OOvLMoMWyU/edit#gid=819039635

UC Systemwide Core Competency ABCs

The UC Systemwide Core Competency ABC Model was developed by a team of L&D Directors across the UC system and has now been finalized and adopted by all UC campuses. The model includes three focus areas, 10 core competencies, and behavioral anchors aligned with each competency. The competencies apply to all UC employees, regardless of location, level, or role within the University. They are aligned with the mission, vision, and values of the University and its locations, as well as programs at Berkeley such as Achieve Together and the BPM Part 4: Grow the Organization Korn Ferry 360. This model has been designed to create a shared language across the UC system, enabling greater understanding, collaboration, and people mobility.

<https://hr.berkeley.edu/uc-systemwide-core-competency-abcs>



Wisdom Café

The Wisdom Café is our campus social learning platform. On the Wisdom Café, staff can learn about our staff organizations, discover tips on how to build their network, learn about staff career journeys, and more. In addition to the social learning platform (webpage), the Wisdom Café also reaches campus audiences with a weekly development series called Wisdom Café Wednesdays.

The Wisdom Café is managed by Deepak Sharma.

<https://hr.berkeley.edu/grow-grow-your-community-wisdom-cafe>



Important Tools - Quick Guide

Development Planning Guide

The purpose of the Development Planning guide is to assist you in planning for your personal leadership growth. With four guided sections, you will learn the uses of the development planning guide, identify your developmental priorities, reflect on

your growth pathways, and create your action plan to take you to the next level!

hr.berkeley.edu/sites/default/files/generaldevelopmentplantemplate.docx



UC Experience Conversations

hr.berkeley.edu/achieve/uc-experience-conversations

UC Experience Conversations are 1:1, broad-ranging conversations between employees



(non-represented and represented) and managers focused on understanding and enhancing the overall UC workplace experience. A form of “stay interviews,” UC Experience Conversations surface dialogue and action planning via a wide range of topics of importance to the employee, such as overall job experience, future readiness, retention, wellbeing and work-life balance, career development, inclusion and belonging, and manager support.

Moving Beyond Bias Training



hr.berkeley.edu/moving-beyond-bias

After completing the UC Managing Implicit Bias Certificate, Moving Beyond Bias (MBB) is a great next phase for learning and growth. Developed by the University of California (UC), MBB explores how bias operates and how we reduce its harmful impact on students, employees, and community members across campuses within the UC System. Through a combination of research, storytelling, and engaging activities, MBB motivates participants in their roles to reduce bias, shrink disparities, and foster diversity and inclusivity within our campus community.

Trained UC Berkeley facilitators offer the MBB workshop for campus departments. Staff also have access to the MBB e-learning series which can be accessed via the UC Learning Center!



Important Tools - Quick Guide

Toolkit for Leading and Managing Student Employees

This is your go-to resource for handling the hiring, management, and evaluation of student workers. Here you'll find not only ideas for successfully managing a student worker, but also tools and forms that should make your job easier.



hr.berkeley.edu/sites/default/files/leadingmanagingstudentemployeestoolkit.pdf

Succession Planning Toolkit

"Succession planning is having the right people, with the right skills, in the right places, at the right times." - **Eugene Whitlock**

Check out the Succession Planning Toolkit for academic and administrative departments to assess future needs, develop talent strategy, focus on employee engagement, develop the succession plan, and assess the plan's success. Reach out to **James Dudek** who can coach, consult, and assist with succession planning facilitation for campus teams and organizations.



hr.berkeley.edu/grow/grow-your-impact/services-offered/succession-planning-academic-and-administrative-departments

Team Building Toolkit

hr.berkeley.edu/sites/default/files/bpm_team_building_toolkit_0.pdf

The UC Berkeley Team Building Toolkit provides leaders with an exhaustive list of activities for teams to grow and thrive.



Check out the toolkit to understand the stages of team development, how to run successful team-building activities as a facilitator, and to gain access to impactful interactive exercises for teams who are in any stage of team development. The toolkit helps leaders of teams create opportunities for better team meetings, align on shared values and team norms, create mission and vision statements, give and receive meaningful appreciation and recognition, and discover many more strategies for taking your inclusive leadership to the next level!



Important Campus Programs

Berkeley Staff Assembly Mentorship Program

The BSA Mentorship Program is a volunteer program, coordinated by the Career Development Committee (CDC) of the Berkeley Staff Assembly. The program pairs experienced campus staff members (mentors) with staff who are looking to develop themselves professionally (mentees). Participants have the opportunity to build connections, explore challenges, and better understand the Berkeley organizational culture.

<https://bsa.berkeley.edu/committees-programs/career-development-and-mentorship-committee/mentorship-program>

UC Berkeley Executive Education (for Berkeley staff)

Berkeley Executive Education offers 2 to 5-day programs taught by distinguished professional and ladder faculty at the Haas School of Business and UC Berkeley. The team offers open enrollment programs focused on advancing business and management techniques, specifically designed for emerging and advanced executives. Areas of focus include leadership, entrepreneurship, strategy and finance. POD has negotiated a special staff rate with UC Berkeley Executive Education of \$500 per day, which covers all program materials and facilitation fees, and is limited to one Berkeley Executive Education program per calendar year. The cost of participation in this program is covered by the participant or the participant's work unit, not the POD budget.

<https://hr.berkeley.edu/uc-berkeley-executive-education>

Berkeley Staff Organizations

Berkeley has a number of recognized and sponsored staff organizations, offering staff the opportunity to become more involved in our campus life, participate in discussions about important campus issues, and build their Berkeley professional network. There are two main types of Sponsored Staff Organizations: Identity-based Staff Organizations and Communities of Practice. All Sponsored Staff Organizations are sponsored by Lasana Hotep, our DEIB colleague within People & Culture.

<https://stafforg.berkeley.edu/>

Identity-based Staff Organizations

The identity-based staff organizations celebrate the diversity of our staff members, while also offering a safe space on campus to share, support, and learn about each other.

<https://stafforg.berkeley.edu/organizations/identity-based-staff-orgs>

Communities of Practice

Members of a Community of Practice bring together staff with similar professional interests, and serve as a community to share knowledge and offer professional development. They develop a shared collective of resources and tools to enhance particular skills. Leadership from the Communities of Practice are looked upon as experts in their area and provide advice and mentorship to their members.

<https://stafforg.berkeley.edu/organizations/communities-practice>