

UCSF Supervisory Certificate Program Course Schedule (2008 – 2009)*

**The course schedule is subject to change please check online at <http://ucsfhr.ucsf.edu/index.php/training/> for the most recent updates*

Required Courses (8 Total)

| Course | Section A | Section B | Section C | Section D |
|---|----------------------------|-----------------------------|----------------------------|----------------------------|
| Introduction to Management (online) | Ongoing | | | |
| Recruiting and Hiring | 8/13/08 (8:30 am-12:30 pm) | 12/10/08 (8:30 am-12:30 pm) | 4/8/09 (8:30 am-12:30 pm) | |
| Setting Performance Expectations | 9/03/08 (8:30 am-12:30 pm) | 1/06/09 (8:30 am-12:30 pm) | 4/07/09 (8:30 am-12:30 pm) | 5/27/09 (8:30 am-12:30 pm) |
| Delegating for Success and Accountability | 8/19/08 (8:30 am-12:30 pm) | 11/18/08 (8:30 am-12:30 pm) | 2/11/08 (8:30 am-12:30 pm) | 4/29/08 (8:30 am-12:30 pm) |
| Supervising Within the Law | 10/9/08 (8:30 am-12:30 pm) | 12/17/08 (8:30 am-12:30 pm) | 3/12/09 (8:30 am-12:30 pm) | 5/5/09 (8:30 am-12:30 pm) |
| Supervising According To Union Contracts and the PPSM | 9/25/08 (8:30 am-12:30 pm) | 12/2/08 (8:30 am-12:30 pm) | 3/17/09 (8:30 am-12:30 pm) | |
| Coaching for Improved Performance | 10/2/08 (8:30 am-12:30 pm) | 12/9/08 (8:30 am-12:30 pm) | 2/25/09 (8:30 am-12:30 pm) | 4/21/09 (8:30 am-12:30 pm) |
| Conducting Performance Appraisal NEW or select Course Below | TBD | TBD | TBD | TBD |
| Working with Integrity: Ethics for UCSF Community | 7/9/08 (10 am-12:00 pm) | 9/10/08 (10 am-12:00 pm) | 11/6/08 (10 am-12:00 pm) | 1/15/09 1 pm – 3 pm) |

Accepted as Electives (Minimum 3 Total for 12 hours)

| Course | Section A | Section B | Section C | Section D |
|--|-----------------------------|-----------------------------|----------------------------|-----------------------------|
| Attendance Management | 9/17/08 8:30 am – 10:30 am) | 3/25/09 (8:30 am-10:30 am) | | |
| Business of Listening | 10/7/08 (8:30 am-12:30 pm) | 2/24/09 (8:30 am-12:30 pm) | 4/1/09 (8:30 am-12:30 pm) | |
| Effective Communication Skills | 12/4/08 (8:30 am-4:30 pm) | 4/23/09(8:30 am-4:30 pm) | | |
| Conflict Management & Resolution Techniques - NEW | 9/24/08 (8:30 am-12:30 pm) | | | |
| Empowering the Supervisor | 8/7/09 (8:30 am-10:30 am) | 1/14/09 (8:30 am-10:30 am) | 5/14/09 (8:30 am-10:30 am) | |
| General Leger & Fund Accounting using OLFS Weblinks Part 1 | | 8/5/08 (8:30 am-12:00 pm) | 9/4/08 (8:30 am-12:00 pm) | 10/7/08 (8:30 am-12:00 pm) |
| General Leger & Fund Accounting using OLFS Weblinks Part 2 | | 12/14/08 (8:30 am-12:00 pm) | 9/9/08 (8:30 am-12:00 pm) | 10/16/08 (8:30 am-12:00 pm) |
| Getting to the Point! Effective Business Writing | 11/5/08 (8:30 am – 4:30 pm) | 3/3/09 (8:30 am – 4:30 pm) | TBD | TBD |
| HR Benefits and Financial Planning | 2/26/09 (9 am – 12 pm) | | | |
| HR Compensation Fundamentals | 5/6/09 (8:30 am-4:30 pm) | | | |
| HR Development | 4/2/09 (8:30 | | | |

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| | am-12:30 pm) | | | |
| HR Health, Wellness and Disability Management | 3/5/09 (8:30 am-12:30 pm) | | | |
| HR Labor & Employee Relations | 4/22/09 (8:30 am-12:30 pm) | | | |
| HR Strategic Role | 2/3/09 (8:30 am-12:30 pm) | | | |
| HR Workforce Planning/Employment | 3/26/09 (8:30 am-12:30 pm) | | | |
| How to Conduct Effective Meetings - NEW | 10/22/09 (8:30 am-12:30 pm) | | | |
| Juggling Priorities & Projects | 8/21/09 (8:30 am – 4:00 pm) | 11/12/08 (8:30 am – 4:00 pm) | 2/4/09 (8:30 am – 4:00 pm) | 5/7/09 (8:30 am – 4:00 pm) |
| Managing Diversity | 11/13/08 (8:30 am-12:30 pm) | 5/19/09 (8:30 am-12:30 pm) | | |
| OLPPS Inquiry & Entry/Update | 9/23,25,26/08 (9:00 am-4:00 pm) | 11/18,20,21/08 (9:00 am-4:00 pm) | 1/20,22,23/09 (9:00 am-4:00 pm) | 3/23,25,26/09 (9:00 am-4:00 pm) |
| OLPPS Weblinks Payroll-Personnel Reporting | 10/14/08 (9:00 am-12:30 pm) | 12/9/08 (9:00 am-12:30 pm) | 2/10/09 (9:00 am-12:30 pm) | 5/19/09 (9:00 am-12:30 pm) |
| Problem Solving and Decision Making | 11/20/08 (8:30 am-12:30 pm) | 3/18/09 (8:30 am-12:30 pm) | 5/19/09 (8:30 am-12:30 pm) | |
| Team Building for Enhanced Productivity and Retention NEW | 11/19/08 (8:30 am-12:30 pm) | | | |