

CAMPUS

MANAGEMENT PRACTICES SERIES

Manage with Confidence

Congratulations on your recent hire/promotion to your new management role at UCSF! The Campus Management Practices Series offers seven short sessions on a variety of topics designed to help you navigate certain Campus-specific management responsibilities and learn key Human Resources policies and procedures. We encourage you to attend all relevant sessions within the first 6 months in your role.

To register, go to: [UC Learning Center](#) and enter "CMPS" on the search field. Must register for each individual session.

Questions: Contact LearningandDevelopment@ucsf.edu

SPRING 2016 SERIES

April

20th Staff Performance Management (AMP 106)

9:30-12:00pm, 3360 Geary Blvd., HR Training Room B

Addresses how to effectively manage performance through identifying and communicating measurable and meaningful performance goals, and evaluating performance.

27th Leave of Absence and Worker's Compensation (AMP 104)

9:00-11:00am, 3333 California St., Laurel Heights, Chancellor's Room

Addresses how to effectively manage leave of absence cases, including Medical, Family Care, Maternity/ Paternity and Adoption, Military, Workers Compensation and Personal. Reviews essential tools for supporting staff through the LOA and return-to-work processes.

May

4th Interviewing and Selection (AMP 109)

9:00-11:00am, 3360 Geary Blvd., HR Training Room B

Focuses on skills for interviewing and selecting top talent. Create targeted and legally defensible interview tools. Prepare, interview, and evaluate candidates effectively and fairly.

11th Developing a Job Description: Tips & Tools (AMP 110)

9:00-11:00am, 3360 Geary Blvd., HR Training Room B

Designed to provide practical approaches to writing an effective job description to attract and retain the best talent to our organization. It will focus on job advertising language, the importance of key responsibilities, and creating meaningful job requirements to best articulate the role.

June

8th Attendance Monitoring (AMP 103)

9:30-12:00pm, 3360 Geary Blvd., HR Training Room B

Addresses how to effectively manage utilization of sick leave, communicate policies and processes, interpret employer and employee rights and responsibilities, utilize corrective action when sick leave is overused or abused and document actions.

22nd Corrective Action (AMP 101)

9:30-12:00pm, 3360 Geary Blvd., HR Training Room B

Provides an overview of corrective action principles, policies, procedures, and employer and employee rights/obligations.

29th Supervising within Equal Employment Opportunity Policy and Law (AMP 108)

9:00-12:00pm, 3360 Geary Blvd., HR Training Room B

Provides an overview of equal employment opportunity and non-discrimination policy and law. Reviews specific issues and strategies for ensuring compliance with UC policy, state and federal laws.