

Name:

UC People Management Certificate Checklist

Print this form and use it to keep track of your completion progress. You can also track your progress in your “Training Transcript” in the UC Learning Center.

In order to obtain a People Management Certificate, you must complete all 16 Core Courses and 4 Elective Courses (one from each competency). Click on each course title to access the eCourse.

REQUIRED CORE COURSES	COMPLETE?
<i>People Management</i>	
• Performance Management Overview	<input type="checkbox"/>
• Setting Expectations	<input type="checkbox"/>
• Giving and Receiving Feedback	<input type="checkbox"/>
• Engaging and Developing Employees	<input type="checkbox"/>
• Conducting Performance Appraisals	<input type="checkbox"/>
• Motivating, Recognizing & Rewarding Employees	<input type="checkbox"/>
• Coaching for Performance	<input type="checkbox"/>
• Managing Corrective Action	<input type="checkbox"/>
• Hiring for Success	<input type="checkbox"/>
• Strategic On-Boarding	<input type="checkbox"/>
<i>Implicit Bias</i>	
• What is Implicit Bias?	<input type="checkbox"/>
• The Impact of Implicit Bias	<input type="checkbox"/>
• Managing the Influence of Implicit Bias: Awareness	<input type="checkbox"/>
• Common Forms of Bias	<input type="checkbox"/>
• Managing the Impact of Implicit Bias: Mindfulness and Conscious De-biasing	<input type="checkbox"/>
• Managing Implicit Bias in the Hiring Process	<input type="checkbox"/>
ELECTIVES – Select One Elective from each Category	
<i>Change Management (one from Change Management)</i>	
• Navigating Through Changes and Conflicts in Projects	<input type="checkbox"/>
• Moving Forward with Change Planning	
• Leading Your Team Through Change	
• Facilitating Sustainable Change	
• Making Change Stick	
• Managing Motivation During Organizational Change	
<i>Communication (one from Communication)</i>	
• Exercising Influence	<input type="checkbox"/>
• Responding to Conflict	
• Effective Team Communication	
<i>Managing People (one from Managing People)</i>	
• Dealing with Negative Reactions to Performance Feedback	<input type="checkbox"/>
• Facilitating Upward Feedback	
• Identifying the Root Causes of Performance Issues	
• Developing Emotional Intelligence	

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<ul style="list-style-type: none">• Sharing a Vision• Positive Atmosphere: Establishing a Positive Work Environment	
<i>Operations (one from Operations)</i>	
<ul style="list-style-type: none">• Helping Your Employees Prioritize Their Work	<input type="checkbox"/>