

Relevant UCOP policy (PPSM-50): <https://policy.ucop.edu/doc/4010408/PPSM-50>

*An employee must meet the following requirements to be eligible for Professional Development activities:*

- *Completion of the probationary period, if required, and*
- *Job performance that is rated as satisfactory or better*

*In approving Professional Development activities, the department head considers scheduling, staffing, budget, and other related considerations.*

SPS career staff should contact their direct manager/supervisor regarding available funds & time off for professional development opportunities.

The following is a list of several professional development opportunities that SPS is aware of & that are career-related &/or job-related:

| <b>Item/Program</b>   | <b>Business Purpose</b>                      | <b>Target Staff Population(s)</b>                                 | <b>Misc Info</b>  |
|---|--|---|---|
| Lean Six Sigma<br>( <a href="#">Green</a> & <a href="#">Black</a> belts)                            | Continuous Improvement of Business Processes | Fiscal, operations, student affairs, AP, IT, human resources      | Virtual w/ some in-person options via UCSD Extended Studies |
| Lean Six Sigma<br>( <a href="#">Yellow</a> belt)  | Continuous Improvement of Business Processes | Fiscal, operations, student affairs, AP, IT, human resources      | Virtual via UC Learning                                     |
| <a href="#">Integrating Agile and Change Management Workshop</a>                                    | Change Management                            | Managers, supervisors, leads, human resources                     | Virtual via Prosci  |
| <a href="#">Taking Charge of Change Workshop</a>  | Change Management                            | Managers, supervisors, leads, human resources                     | Virtual via Prosci  |
| SHRM-CP, SCP ( <a href="#">via SHRM</a> ); PHR, SPHR ( <a href="#">via HRCI</a> ) HR certifications | HR Foundational Knowledge & Best Practices   | Human resources   | HRCI or SHRM - exam is offsite at a test center             |
| Project Management Certificate <a href="#">via PMI</a>  | Project Management                           | Fiscal, operations, managers, supervisors, leads, human resources | PMI - exam is offsite at a test center                      |
| <a href="#">Project Management course for non-project managers</a>                                  | Project Management                           | Fiscal, operations, managers, supervisors, leads, human resources | Virtual via UC Learning                                     |

|  |  |  |                                   |
|--|--|--|-----------------------------------|
| <a href="#">UCSD Financial Accounting Program</a>                  | Accounting Foundational Knowledge & Best Practices | Fiscal, managers, supervisors, leads, human resources            | Virtual via UCSD Extended Studies |
| <a href="#">Managing Implicit Bias Series</a>                      | EDI-C issues focused                               | Any staff interested in EDI issues, managers, supervisors, leads | Virtual via UC Learning           |
| <a href="#">UCOP People Management Certificate</a>                 | People Management                                  | Current/future managers, supervisors, leads                      | Virtual via UC Learning           |
| <a href="#">Academic Personnel Certificate program</a>             | AP Foundational Knowledge & Best Practices         | AP analysts & managers   | Virtual via UC Learning           |
| <a href="#">UC Women's Initiative for Professional Development</a> | Advancing Professional Development                 | Mid-career woman-identified employees                            | Virtual                           |
| <a href="#">UExplore program</a>                                   | Institutional Knowledge & Networking               | Early career & entry-level employees                             | Virtual                           |
| <a href="#">LEAD Fellows program</a>                               | <i>EDI-C issues focused</i>                        | <i>Any staff interested in EDI-C issues</i>                      | <i>Currently on pause</i>         |

**EDI-C related courses via [UC Learning \(virtual & free\)](#):**

**Managing Implicit Bias series:**

1. What is Implicit Bias?
2. The Impact of Implicit Bias
3. Managing the Influence of Implicit Bias: Awareness
4. Common Forms of Bias
5. Managing the Influence of Implicit Bias: Mindfulness and Conscious De-Biasing
6. Managing Implicit Bias in the Hiring Process

**Misc Courses:**

- Gender Recognition: A Focus on Transgender, Nonbinary, and Intersex Awareness
- UC Policy on Gender Recognition and Lived Name
- UndocuAlly Training for Faculty and Staff
- Employment Discrimination Law: News You Need
- Best Practices for Employee Disability Management
- Collaboration and Communication Tools for Teams
- Bridging Differences in Cross-Cultural Communication