

## UC People Management Series and Certificate Coursework Grid - UCI Courses

### Core (Required) Courses

| UC People Management Competency:                 | Employee   |                       |                          |
|--|--|-----------------------|--------------------------|
| Topic:   | Performance Management                                   | Managing People       |                          |
| <b>Instructions:</b><br>Complete all ten courses | UC Performance Management Overview                       | UC Hiring for Success |                          |
|  | UC Setting Expectations and Individual Performance Goals |                       | UC Strategic On-Boarding |
|  | UC Giving & Receiving Feedback                           |                       |                          |
|  | UC Engaging & Developing Employees                       |                       |                          |
|  | UC Conducting Performance Appraisals                     |                       |                          |
|  | UC Motivating, Recognizing & Rewarding Employees         |                       |                          |
|  | UC Coaching for Performance                              |                       |                          |
| UC Managing Corrective Action                    |  |                       |                          |

### Elective Courses

| UC People Management Competency:   | Employee  | Organization  |  | Workplace   |
|--|---|---|--|---|
| Topic:   | Managing People                                   | Administration & Operations   | Change Management  | Communications  |
| <b>Instructions:</b><br>Choose one course from each topic column:<br>Managing People,<br>Administrations & Operations,<br>Change Management,<br>Communications | Identifying the Root Causes of Performance Issues | Effectively Transition into Management: Leverage Your Strengths and Avoid Derailing Behaviors | Choosing the Right Strategy for Implementing Change          | UC Responding to Conflict                               |
|  |   | Help Your Employees Prioritize Their Work   | Change Project Management: The Crucial Role of Communication | UC Exercising Influence                                 |
|  |   |   |  | Facilitating Upward Feedback                            |
|  |   |   |  | Dealing with Negative Reactions to Performance Feedback |
|  |   |   |  | Building Collaborative Relationships                    |
|  |   |   |  | Communicating: Connecting to Your People                |