

## 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> 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> Choose one course from each topic column: Managing People, Administrations & Operations, Change Management, Communications	Identifying the Root Causes of Performance Issues	Effectively Transition into Management: Leverage Your Strengths and Avoid Derailing Behaviors	Leadership Essentials: Leading Change	UC Responding to Conflict
	Key Strategies for Managing Cross Functional Teams	Help Your Employees Prioritize Their Work	Choosing the Right Strategy for Implementing Change	UC Exercising Influence
	Engaging Top Performers		Change Project Management: The Crucial Role of Communication	Facilitating Upward Feedback
			Dealing with Negative Reactions to Performance Feedback	
			Building Collaborative Relationships	
			Communicating: Connecting to Your People	
			Communicating During Difficult Times	
		Leadership Essentials: Communicating Vision		
	Strategies for Communicating with Tact & Diplomacy			