



**In the Spotlight: AOFTF Call for Applications**



Based on a competency model developed specifically for chief administrative officers at UC Davis, this popular seven-month program is intended to prepare aspiring administrative officers to be competitive for future openings at UC Davis. Applications are now being accepted for the 2015–16 UC Davis Administrative Officers for the Future (AOFTF). Apply now. [[More Details](#)]

**Upcoming Classes**

- ◆ [Access 2010: Level 2](#) ..... Nov 3 & 4
- ◆ [Listening Skills](#) ..... Nov 3, or Dec 1, or Jan 5
- ◆ [Understanding the Awards Process](#) ..... Nov 4
- ◆ [Principled Approaches to Academic Personnel Problem Solving](#) ..... Nov 4
- ◆ [Conflict Resolution Tools](#) ..... Nov 5 or Dec 10
- ◆ [Life Theatre Sexual Harassment Prevention Training](#) ..... Nov 17
- ◆ [Photoshop CS6: Level 1](#) ..... Nov 17 & 18
- ◆ [Access 2010: Level 1](#) ..... Dec 1 & 2
- ◆ [Understanding Federal Work-Study](#) ..... Dec 2
- ◆ [Disability Management for Supervisors](#) ..... Dec 3
- ◆ [Foundations in LGBTQIA Allyship](#) ..... Dec 3
- ◆ [Business and Revenue Contracts and Services Forum](#) ..... Dec 8
- ◆ [Excel 2010: Level 1](#) ..... Dec 8 or Jan 7
- ◆ [Excel 2010: PowerPivot](#) ..... Dec 9
- ◆ [Leading Effective and Productive Meetings](#) .. Dec 17
- ◆ [InDesign CS6: Level 1](#) ..... Jan 5 & 6
- ◆ [Performance Management at UC Davis](#) ..... Jan 7

— Enroll at <http://lms.ucdavis.edu>

**Brown Bag Presentations**



[WorkLife and Wellness](#) and [Career Catalyst](#)

- [Career Action Through IDP](#) ----- Oct 29
- [Estate Planning—Planning for the Inevitable](#)----- Nov 5
- [Resumes that Work](#) ----- Nov 18
- [Self-Reflexology for Stress Reduction and Wellness](#) ----- Dec 3

**Location:** [Student Community Center](#)

**Time:** 12:00–1:00 pm

**No need to enroll. Just show up!**

**UC Cyber Security Awareness**

As part of the university's efforts to address increasing threats to the security of our information systems and data, UCOP has developed a mandatory comprehensive online security awareness training program for all UC employees which will be regularly updated and required annually. Watch your email for more instructions.



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