In the Spotlight: UC Davis Administrative Officers for the Future Program

Applications are being accepted for the 2014-15 UC Davis Administrative Officers for the Future (AOFTF) Program. The application deadline is November 19, 2014. Employees from UC Davis who meet the following criteria are eligible to apply: 1) at least one year at UC Davis, past probation, career status; and 2) currently employed at a PSS Grade 2-8 position (e.g., Analyst 2 – Analyst 8). Supervisor support is crucial. Based on a competency model developed specifically for chief administrative officers at UC Davis, the seven-month program is intended to prepare aspiring administrative officers to be competitive for future openings at UC Davis. Thirty participants will be selected from across UC Davis campus and health system. [Further information and application materials]

Upcoming Classes

- Sexual Harassment and Discrimination Prevention: Advanced Topics ...................Nov 5
- Connexxus Travel Upgrade ..................................Nov 6
- Harassment and Discrimination Prevention: What Advisors Need to Know ..........Nov 12
- Excel 2010: Level 3 ........................................ Nov 13
- Unpacking Oppression .......................................Nov 13
- SafeZone: Understanding LGBTQIA ........................................ Nov 14
- Supervising in a Union Environment ................................... Nov 18
- InDesign CS6, Level 1 ......................................Nov 18 & 19
- Excel 2010: Pivot Tables ......................................Nov 20
- International Student Advising .....................................Nov 20
- Principles of Research Administration ................................ Dec 2
- Access 2010: Level 1 ........................................ Dec 2 & 3
- Trans SafeZone: Understanding Trans Identity ...................................... Dec 2
- Safety Leadership for Supervisors ...................................... Dec 3
- Life Theatre: Sexual Harassment Prevention Training ..........................Dec 3
- Foundations for Understanding International Students .................. Dec 5
- Excel 2010: Level 1 ........................................ Dec 9

Brown Bag Presentations

WorkLife and Wellness and Career Catalyst series

- Career Journeys ........................................ Nov 6
- Herbal Holiday Gifts ..................................... Nov 20
- Resumes That Work ..........................December 4
  Location: Student Community Center
  Time: 12:00—1:00. No need to enroll. Just show up!

- Balletone: Standing Flow ..................Nov 5
  Location: Da Vinci Building, Rm 18
  Time: 12:00—1:00.

UC Performance Management

Anyone wanting to improve people management skills now have access to the new online UC Performance Management Series consisting of 8 modules that cover the fundamentals of performance management at the University of California. [More information]

U-Learn

Learn any time, any place, any pace. U-Learn provides online courses and a large selection of books in Books24x7. (search for “books”) New titles are added every week. UC login required. [More Details]

Contact us at: sdps@ucdavis.edu  530-752-1766  http://sdps.ucdavis.edu

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