

UCLA

Campus Human
Resources

*Training and
Development*

Management Development Certificate

*Building
Leadership
Capacity*



- Increase Your Power and Influence
- Broaden Your Professional Networks
- Enhance Your Ability to Manage Complexity and Deliver Results
- Foster Motivation and Employee Engagement

The Management Development Certificate offered by Campus Human Resources is recommended for management-level employees to strengthen effectiveness in their current role and prepare for future leadership opportunities.

Enrollment Information

Eligibility

Employees with broad decision-making authority, supervisory responsibility or accountability in an academic or administrative department, who manage budgets, finance, human resources, internal controls, systems or sponsored projects are encouraged to participate.

Certificate Completion

Participation can be paced over one year or longer. You will be notified by the UC Learning Center of your completion of certificate requirements or you can obtain your training transcript via <http://lms.ucla.edu>. Upon completion of the certificate requirements, you will receive a Formal Certificate.

Course Fees

Fees vary depending on course length and materials. Visit <http://lms.ucla.edu> for information regarding enrollment and fees. Participants must register for each course individually.

Information and Assistance

Visit <http://map.ais.ucla.edu/go/1004914>

Call Management Development in Training and Development at **310.794.8082**

Or contact CHR Training and Development by phone at **310.794.0850** or email at training@chr.ucla.edu

Developing People Opens Doors

TRAINING AND
DEVELOPMENT 

Curriculum

The Management Development Certificate curriculum consists of 13 courses. Certificates are earned by successful completion of 10 courses with four (4) required courses and six (6) electives. Full course descriptions are available via the Learning Center at: <http://lms.ucla.edu> in the "Management Development" category.

Required Courses

Assessing and Improving Management Skills

Addressing Challenging Employee and Labor Relations Issues

Employee Engagement: A Manager's Guide to Effectively Motivating Employees

Influential Leadership

Electives

Adaptive Leadership

Coaching for Improvement

Creativity and Innovation: Unleashing and Leveraging Ideas in the Workplace

Developing Others

Leading Change

Leading High-Performance Teams

Recognizing and Resolving Workplace Conflict

Strategic Focus: Managing Toward the Future

Current Topics in Leadership

Course Descriptions

Assessing and Improving Management Skills

This experiential workshop helps participants understand the benefits of 360 degree assessments, one of the best measures of leadership and management effectiveness. Participants obtain an insightful report and begin development planning with a 360 degree assessment to chart their plans for growth.

Adaptive Leadership

This class teaches leaders how to enhance the effectiveness of their interactions by adapting approaches to people based on what they want to discuss and how they think people will respond. By meeting the needs of each individual, leaders can create higher levels of engagement and organizational results.

Addressing Challenging Employee and Labor Relations Issues

This course features a scenario-based exploration of employee and labor relations issues that might arise in a university setting. Participants explore thought-provoking and challenging workplace situations and are provided with practical guidance on how to address them at the University of California.

Coaching for Improvement

Giving performance feedback is an important management responsibility. This course helps managers prepare for and conduct effective improvement discussions and provide feedback and ongoing support that employees need to improve performance.

Creativity and Innovation: Unleashing and Leveraging Ideas in the Workplace

This course helps leaders leverage creative and analytical skills that help organizations identify and implement new approaches to problems and opportunities.

Developing Others

Designed to give leaders, coaches, and mentors a practical process and the skills necessary to develop talent within their workgroup, this course covers the Development Process model and the manager's role before, during, and after the development plan

Strategic Focus: Managing Toward the Future

This course helps leaders formulate, implement, and evaluate sound strategic plans to achieve long-term organizational objectives.

Employee Engagement: A Manager's Guide to Effectively Motivating Employees

Employee engagement is the extent to which people believe in, actively commit to, and feel valued for their work. This course is designed to help managers create a motivating and engaging work environment that positively impacts productivity and organizational effectiveness.

Influential Leadership

This course is designed to help leaders get their good ideas heard, accepted, and enacted. Leaders learn influencing strategies and how to package ideas to gain the commitment of even the most skeptical employees, colleagues, and upper managers.

Leading Change

This course focuses on leaders' crucial role in initiating change in the workplace. Leaders learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the plan. It also provides suggestions on how to help others overcome resistance to change.

Leading High-Performance Teams

Leaders can accomplish more by capitalizing on the unique talents of each individual team member and identifying and eliminating conditions that prevent teams from achieving high levels of performance. In this course, leaders learn tools and skills to perform three primary responsibilities – diagnose, coach, and reinforce – that support their team's growth.

Recognizing and Resolving Workplace Conflict

This course teaches leaders how to recognize when a conflict is escalating and how to minimize damage by using the most appropriate resolution tactic – regardless of which stage a conflict is in. Leaders also learn the true cost of conflict to an organization and techniques for handling even the most challenging conflict-related discussions effectively.

Current Topics in Leadership

Participants will increase their knowledge of existing and emerging best practices in leadership and management within the University by engaging with internal and external experts. Presentations, panel discussions, and management briefings will help UCLA leaders integrate theory and practice as they navigate leadership challenges at UCLA.

"Motivating people to do their best and helping them understand their role is essential to sound management."

Associate Vice Chancellor Lubbe Levin

"Ongoing development is a critical part of managing in an educational setting, where people pursue and are rewarded for gaining knowledge."

Assistant Dean Rosemary Chavoya

"People need to be readied for senior leadership. We have to develop an internal pool to help address succession management challenges on the horizon."

Vice Chancellor Rhea Turteltaub

"Whether I take the training, or one of my managers, we all benefit...we share training highlights...we grow."

Director Marsha Lovell

"Development is critical because it is developing our resources and preparing for the future."

Administrative Vice Chancellor Jack Powazek