

Relevant UCOP policy (PPSM-50): <https://policy.ucop.edu/doc/4010408/PPSM-50>

An employee must meet the following requirements to be eligible for Professional Development activities:

- *Completion of the probationary period, if required, and*
- *Job performance that is rated as satisfactory or better*

In approving Professional Development activities, the department head considers scheduling, staffing, budget, and other related considerations.

SPS career staff should contact their direct manager/supervisor regarding available funds & time off for professional development opportunities.

The following is a list of several professional development opportunities that SPS is aware of & that are career-related &/or job-related:

Item/Program	Business Purpose	Target Staff Population(s)	Misc Info
Lean Six Sigma (Green & Black belts)	Continuous Improvement of Business Processes	Fiscal, operations, student affairs, AP, IT, human resources	Virtual w/ some in-person options via UCSD Extended Studies
Lean Six Sigma (Yellow belt)	Continuous Improvement of Business Processes	Fiscal, operations, student affairs, AP, IT, human resources	Virtual via UC Learning
Integrating Agile and Change Management Workshop	Change Management	Managers, supervisors, leads, human resources	Virtual via Prosci
Taking Charge of Change Workshop	Change Management	Managers, supervisors, leads, human resources	Virtual via Prosci
SHRM-CP, SCP (via SHRM); PHR, SPHR (via HRCI) HR certifications	HR Foundational Knowledge & Best Practices	Human resources	HRCI or SHRM - exam is offsite at a test center
Project Management Certificate via PMI	Project Management	Fiscal, operations, managers, supervisors, leads, human resources	PMI - exam is offsite at a test center
Project Management course for non-project managers	Project Management	Fiscal, operations, managers, supervisors, leads, human resources	Virtual via UC Learning

UCSD Financial Accounting Program	Accounting Foundational Knowledge & Best Practices	Fiscal, managers, supervisors, leads, human resources	Virtual via UCSD Extended Studies
Managing Implicit Bias Series	EDI-C issues focused	Any staff interested in EDI issues, managers, supervisors, leads	Virtual via UC Learning
UCOP People Management Certificate	People Management	Current/future managers, supervisors, leads	Virtual via UC Learning
Academic Personnel Certificate program	AP Foundational Knowledge & Best Practices	AP analysts & managers	Virtual via UC Learning
UC Women's Initiative for Professional Development	Advancing Professional Development	Mid-career woman-identified employees	Virtual
UExplore program	Institutional Knowledge & Networking	Early career & entry-level employees	Virtual
LEAD Fellows program	<i>EDI-C issues focused</i>	<i>Any staff interested in EDI-C issues</i>	<i>Currently on pause</i>

EDI-C related courses via [UC Learning \(virtual & free\)](#):

Managing Implicit Bias series:

1. What is Implicit Bias?
2. The Impact of Implicit Bias
3. Managing the Influence of Implicit Bias: Awareness
4. Common Forms of Bias
5. Managing the Influence of Implicit Bias: Mindfulness and Conscious De-Biasing
6. Managing Implicit Bias in the Hiring Process

Misc Courses:

- Gender Recognition: A Focus on Transgender, Nonbinary, and Intersex Awareness
- UC Policy on Gender Recognition and Lived Name
- UndocuAlly Training for Faculty and Staff
- Employment Discrimination Law: News You Need
- Best Practices for Employee Disability Management
- Collaboration and Communication Tools for Teams
- Bridging Differences in Cross-Cultural Communication