UC Berkeley supervisors and managers are invited to enroll in one or more of the following classes related to performance management. They remain cost-free to participants and their departments.

When: January 21 to April 14, 2010.

Who should attend: Managers and supervisors of staff employees. Check with your department if you have questions about eligibility. Note: "Participating in Your Own Performance Appraisal" is open to staff as well as supervisors and managers.

Location: UC Berkeley Extension, Golden Bear Building, 1995 University Avenue, 2nd Floor (room numbers are subject to change) OR University Hall, Room 24. See individual course descriptions for details.

How to enroll: Log on to the Blu portal (http://blu.berkeley.edu) and click on UCB Learning Center at the bottom of the "Self Service" column on the upper left-hand side of the page. Enter the class code number in the search box and click on "go."

NEW DIRECTIONS IN PERFORMANCE MANAGEMENT: 6 hours
Date: Thu, 1/21, 9 a.m. - 4 p.m. (class code: BEHRT006100121)
Location: Golden Bear Building Room 206
Objectives: Participants will learn the principles and guidelines for performance management, and the importance of having a common set of core competencies, a common rating scale, and shared language as the foundation for developing strategies on behalf of individuals and the institution. In addition, specifics of the Berkeley performance evaluation components, interpreting the rating scale and the evaluation process will be discussed. Participants will understand the importance of well-written performance reviews in minimizing risk to the University.

TAKING DISCIPLINARY ACTION: 3.5 hours
Date: Mon, 1/25, 8:30 a.m. - 12 p.m. (class code: BEHRT006100125)
Location: Golden Bear Building Room 208
Objectives: Participants will be provided with information and skills needed to more confidently deal with unacceptable employee behavior and performance.

CONDUCTING DIFFICULT PERFORMANCE CONVERSATIONS: 3.5 hours
Date: Thu, 1/28, 1 p.m. - 4:30 p.m. (class code: BEHRT007100128)
Location: Golden Bear Building Room 206
Objectives: Participants will better understand the supervisor’s responsibility for having performance conversations, be able to provide formal and informal feedback for corrective action, value the importance of documentation, clearly articulate expectations and how they have not been met, address behaviors and develop plans for improving them, and be able to deal with negative emotions and reactions.

COMMUNICATING GOALS AND EXPECTATIONS: 3.5 hours
Date: Tue, 2/2, 1 p.m. - 4:30 p.m. (class code: BEHRT008100202)
Location: Golden Bear Building Room 202
Objectives: Participants will learn how goals and performance standards fit into the performance management cycle and the performance evaluation process, understand the differences and similarities between setting goals and establishing performance standards, write goals and performance standards using SMART criteria, and align individual goals with department and organizational goals.

COACHING FOR OPTIMAL PERFORMANCE: 6 hours
Date: Wed, 2/3, 9 a.m. - 4 p.m. (class code: BEHRT005100203)
Location: Golden Bear Building Room 208
Objectives: Participants will learn the differences between coaching for performance and coaching for development, know how to prepare for a coaching conversation, learn and use a coaching model, and practice and prepare to give both positive and constructive feedback.

ADA/CFEHA/FMLA: 3 hours
Date: Wed, 2/24, 1:30 p.m. – 4:30 p.m. (class code: BEHRT028100224)
Location: University Hall, Room 24
Objectives: Participants will learn current information about the laws, eligibility, rights and responsibilities, and how these laws interact with one another.

PARTICIPATING IN YOUR OWN PERFORMANCE APPRAISAL: 2 hours
Date: Wed, 4/14, 9 a.m. – 11 a.m. (class code: BEHRT002100414)
Location: University Hall, Room 24
Objectives: Participants will learn tips on how to be an active participant in their own performance appraisal, and learn what to expect during the performance appraisal discussion and how best to prepare for it. NOTE: This workshop is open to staff as well as supervisors and managers.

These classes are jointly-sponsored by HR and UC Berkeley Extension with special thanks to the Center for Organizational and Workforce Effectiveness.