

Name:

UCOP People Management Series & Certificate Checklist

Print this form and use it to keep track of your completion progress. You can also track your progress in your “Training Transcript” in the UC Learning Center.

For questions, contact the Learning and Development team at ucopld@ucop.edu.

CORE COURSES	COMPLETED?
Performance Management Overview	
Setting Expectations and Individual Performance Goals	
Giving and Receiving Feedback	
Engaging and Developing Employees	
Conducting Performance Appraisals	
Motivating, Recognizing, and Rewarding Employees	
Coaching for Performance and Development	
Managing Corrective Action	
Hiring for Success	
Strategic On-Boarding	
What is Implicit Bias?	
The Impact of Implicit Bias	
Managing the Influence of Implicit Bias — Awareness	
Common Forms of Bias	
Managing the Influence of Implicit Bias — Mindfulness and Conscious De-Biasing	
Managing Implicit Bias in the Hiring Process	
ELECTIVE* (one from Managing People)	COMPLETED?
Course Name:	
ELECTIVE* (one from Administration & Options)	COMPLETED?
Course Name:	
ELECTIVE* (one from Change Management)	COMPLETED?
Course Name:	
ELECTIVE* (one from Communications)	COMPLETED?
Course Name:	

*For an up-to-date list of Electives go to www.ucop.edu and search for “People Management Series”

You can also go directly to: <https://www.ucop.edu/local-human-resources//your-career/people-management-certificate.html>