

EMPLOYEE LEARNING PROGRAM



UVIC CITIZEN | CONNECT WITH THE UNIVERSITY COMMUNITY AND CULTURE

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|------------------------------------|--|--|--|--|---------------------|
| UC11 Navigate UVic 3h | UC12 Indigenous Cultural Acumen Training 2h | UC13 Thrive in Your Team 3.5h | UC14 Provide Excellent Service 3.5h | UC15 Support Student Success 2h | 2 Electives 3.5h |
|------------------------------------|--|--|--|--|---------------------|

Possible electives include: Gender Diversity on Campus • Towards a Shared Understanding of Respect
• Foundations in Equity, Diversity & Inclusion • Preventing and Responding to Sexualized Violence
• New Employee Welcome



UNDERSTANDING SELF AND OTHERS | DEEPEN YOUR SELF-AWARENESS AND RELATE BETTER TO OTHERS

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|--|---|--|---|--|---------------------|
| US21 Discover Personality Using Lumina 3.5h | US22 Building Personal Resilience 3.5h | US23 Adapt to Change 3.5h | US24 Cultural Intelligence in the Workplace 3.5h | US25 Emotional Intelligence in the Workplace 3.5h | 2 Electives 3.5h |
|--|---|--|---|--|---------------------|

Possible electives include: Thrive in Your Team • Staff & Student Mental Health • ICAT • Any EQHR course
• Interpersonal Communication



CLEAR COMMUNICATION | STRENGTHEN YOUR WRITTEN AND SPOKEN COMMUNICATION SKILLS

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|--|---|--|--|--------------------|
| CC31 Write for the Workplace 3.5h | CC32 Speak to Engage Others 3.5h | CC33 Interpersonal Communication 7h | CC34 Holding Difficult Conversations 7h | 1 Elective 3.5h |
|--|---|--|--|--------------------|

Possible electives include: • Mediator in a Box • Discover Personality using Lumina • Make Meetings Matter
• Cultural Intelligence in the Workplace





PERSONAL EFFECTIVENESS | BE MORE PRODUCTIVE AT WORK

PE41
Write Meaningful Goals
3.5h

PE42
Plan and Prioritize Work
3.5h

PE43
Make Meetings Matter
2.5h

PE44
Creative and Critical Thinking
3.5h

3 Electives
3.5h

Possible electives include: Business Process Mapping • Project Management • Interpersonal Communication • UVic Technical Application Training (MS Office / Banner / FAST / Brightspace / Cascade) • Building Personal Resilience



MANAGE PEOPLE | EFFECTIVELY SUPERVISE EMPLOYEES

MP51
Performance and Development Conversations
3.5h

MP52
Labour Relations Best Practices for Supervisors
4h

MP53
Orienting Your New Employees
4h

MP54
Moment of Choice Coaching
4h

MP55
Recognize Employees
3.5h

MP56
Plan and Delegate Work
3.5h

MP57
Coaching Others through Conflict
4h

Implementation & Practice
4h



LEAD TEAMS | CREATE AND ENGAGE STRONG TEAMS

LT61
Lead Change
3.5h

LT62
Strategic Planning
3.5h

LT63
Rethinking Service as a Leader
3.5h

LT64
Build Teams that Flourish
3.5h

LT65
Facilitate Collaboration
7h

LT66
Systems Thinking
3.5h

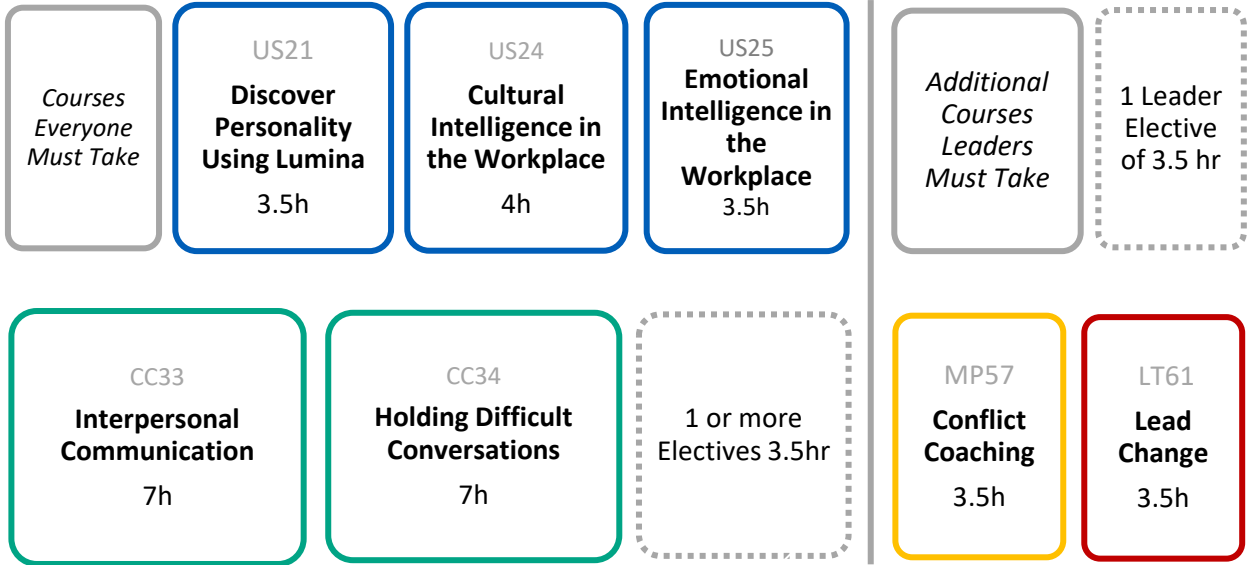
2 Electives
3.5h

Possible electives include: Holding Difficult Conversations • Any course from the Manage People Series • Lumina Leader • Emotional Intelligence in the Workplace • Cultural Intelligence in the Workplace





CONFLICT FLUENCY | *DIALOGUE RESPECTFULLY AND PRODUCTIVELY ACROSS DIFFERENCE*



Possible electives include: Any EQHR Course • Towards a Shared Understanding of Respect (*formerly The Respect Factor*) • Hold Onto Yourself • Mediator in a Box • Foundations of Equity, Diversity and Inclusion • Any sessions that are part of the leadership programming including the 2023/2024 offering Let's Talk About Leadership (LTAL)

