UCSB

Supervisory Certificate Program

SCP Summer 2025
The Supervisory Certificate Program is designed to give staff professional development training in supervisory and leadership competencies, policies and procedures, and people skills. Courses can be taken as stand-alone courses or as a complete certificate program.

Change is the New Constant

Wednesday, July 9th 2025 | 8:30 am – 4:00 pm

Zoom | Course Code 2009 | $70

Change is a daily occurrence and is often unforeseen or unpredictable. What we can control is how we deal with change. Participants enhance their ability to deal positively and effectively with organizational change. Understanding the change cycle allows participants to utilize strategies to manage each stage.

Powerful Presentations

Wednesday, July 16th 2025 | 8:30 am – 4:00 pm

Zoom | Course Code 8004 | $70

According to national surveys, fear of public speaking ranks among Americans' top dreads, surpassing fear of illness, flying, terrorism, and often the fear of death itself. This course is designed for employees who want to enhance their public speaking and presentation skills and use visuals and handouts effectively. Learn how to manage the stress of public speaking and challenging questions.

Supervisor Institute

Tuesday, July 22nd 2025 & Thursday, July 24th 2025 | 8:30 am – 4:00 pm

Zoom | Course Code 2001 | $140

Participants establish supervisory skills and acquire techniques to enhance communications, motivate staff, lead meetings, delegate effectively, manage their time, provide coaching and facilitate change within an organization.

Employee Hiring Process

Wednesday, July 30th 2025 & Thursday, July 31st 2025 | 8:30 am – 12:00 pm |

Zoom | Course Code 2012 | $70

Learn to manage the selection process, develop job-related criteria, and conduct compelling interviews. Topics include job postings, preparation, completion of vacancy and evaluation/selection forms, advertising, outreach strategies, do's and don'ts of Interviewing, and search committee guidelines. Sound practical guidance on using the current hiring policies, selection guidelines, TAM system, and interviewing methods to increase the diversity of your applicant pools.

Emotional Intelligence in the Workplace

Wednesday, August 6th 2025 | 8:30 am – 4:00 pm

Zoom | Course Code 8013 | $70

Emotional intelligence (EI) is vital to being an effective and high-performing employee, supervisor, and leader. Explore the EI competencies: self-awareness, social awareness, self-management, and relationship management. Learn and apply the tools and techniques to establish an EI framework to optimize your professional performance and working relationships.