University *of* California
Agriculture and Natural Resources
Making a Difference for California

HR pArtNeRs

For information regarding ANR Staff Personnel and ANR Academic Personnel visit our webpages!

INCREASES FOR SX AND CX EMPLOYEES

Per recent bargaining unit agreements, an increase of 2% for all SX (service) employees has been implemented to the payroll system. Staff with SX titles should have seen the increase in their June 27 pay stubs. This increase was effective 6/3/18.

The CX (clerical) staff can expect their 3% increase effective 7/1/18 appearing on their 7/25 pay stubs.

Congratulations and thank you for your service to our SX and CX employees!

WEBANR CAFÉ THURSDAYS

Join us on Thursday, July 19th for **Communicating Science, Creating Trust** with UC Davis News Media and Relations Specialist, Katherine Kerlin:

- Acquire an understanding of communication skills that can help build trust.

- Learn communication techniques adaptable to a variety of audiences.

- Learn approaches to discussing climate change with more and less receptive audiences.

https://ucanr.zoom.us/j/963167636
(646) 558-8656 or (669) 900-6833
Webinar ID: 963 167 636

WebANRs will be recorded and then archived at WebANR Café Thursday.

COMING SOON! PILOT MENTORING PROGRAM FOR STAFF

Did you know that one of the ANR Strategic Plan 2016-20 was to establish mentoring partnerships for ANR employees? Yes—and planning is underway! Because of some differences between academic and staff mentoring objectives, Staff Human Resources and ANR Learning & Development is working on a staff mentoring program now.

Why mentoring? Read the article How Mentoring Propelled My Career Forward posted in LinkedIn by Janet Napolitano who stated: "...find a good mentor. Look for someone who is genuinely interested in your long-term success and who will invest the time and energy to provide advice, guidance and feedback with candor." Stayed tuned for more on ANR's Staff Mentoring Program!

18:36 MINUTES TO HAVING A BETTER FEEDBACK SESSION

It's employee appraisal feedback season. What if an 18:36 minute learning module could steer you into successful feedback sessions and help you navigate through negative reactions? Is it worth your time?

CEB Now Garter has an excellent module called *Dealing with Negative Reactions to Performance Feedback*. It provides two scenarios, one to avoid and one to employ. If you have not yet taken advantage of CEB Now Gartner, you can register under an ANR paid subscription. This module will help managers:

- Understand the types of reactions to feedback they may encounter
- Recognize that avoiding conflict is not the solution
- Prepare themselves to handle possible negative reactions effectively

For more information on registering, just go to the Welcome page and start using this great resource!

GOT FACILITATION?

Have you ever participated in or led a meeting that was ineffective or where it was unclear why you were meeting? That is where facilitation training comes in. An effective facilitator is a meeting architect who can help plan and/or lead a meeting so that desired goals are achieved.

Do you need a facilitator for your next meeting? Through various courses, ANR has graduated many people with training in facilitation. There are ANR Facilitators willing to help you with your next meeting.

In fact, in May a group of 17 ANR people participated in a Collaborative Facilitation Course instructed by Kim Ingram, Susie Kocher, and Linda Manton.

In this course participants learned how to:

• Help a group free itself from internal obstacles so they may more effectively accomplish goals
• Guide a group to identify ways to respond to challenges, while maintaining safety and trust among the members
• Bring in processes to help the team achieve its charge

ANR Learning & Development hopes to support another one of these courses for FY18-19, so keep an eye out!

SKILLS FOR ALL ANR EMPLOYEES CAN BE LEARNED ON LYNDA.COM

Each week presents a new opportunity for you and your team to learn the skills necessary to take on your next big ANR challenge. Lynda.com provides the help to make that happen.

Each week, Lynda adds to a 12,000+ course library. Below are new courses covering everything from IT networking to Microsoft Excel to how to make a career change.

These new courses are now available on LinkedIn Learning:

Giving and Receiving Feedback
Time Management Tips, Weekly
Managing Your Calendar for Peak Productivity
Excel: Statistical Process Control with Curt Frye
Microsoft Teams Essential Training with Nick Brazzi
Microsoft Teams Tips and Tricks with Nick Brazzi
Making a Career Change with Stacey Gordon
Customer Service: Handling Abusive Customers with David Brownlee
Photoshop for Teaching and Learning with Chris Mattia
Delegating Tasks with Dorie Clark
PowerPoint: Designing Better Slides with Heather Ackman
Learning Web Analytics with Matt Bailey
Social Media Marketing: Social CRM with Megan Adams
AutoCAD Civil 3D Essential Training with Josh Modglin
Design Thinking: Data Intelligence with Randall Elliott
InDesign CC 2018 New Features w Anne-Marie Concepción
Online Video Content Strategy with Roberto Blake
Video Script Writing with Rick Allen Lippert
Advanced SQL for Data Scientists
Machine Learning & AI Foundations: Recommendations
R Programming in Data Science: Set up and Start

DELAYS WITH FINGERPRINTING RESULTS

For reasons beyond our control, we are experiencing many delays receiving DOJ & FBI fingerprinting results. Many records are taking up to three weeks to process. Every once in a while they have a backlog but these high periods are unpredictable.

Thank you for your patience and understanding. Please remember that most hires require fingerprinting and they must be cleared prior to a start date being established.

TIMESHEET REMINDERS

Biweekly Employees:

Submit:	Approval:
07/13/2018	07/16/2018
07/27/2018	07/30/2018
08/10/2018	08/13/2018
08/24/2018	08/27/2018

Monthly Employees:

07/05/2018	07/12/2018
08/03/2018	08/10/2018

CONTACT US

Mailing list: pglass@ucanr.edu.
Questions/comments: HR Help Center.