

# ONBOARDING TRAINING

TO ACCESS TRAINING SESSIONS:  
LOG INTO UC LEARNING WITH YOUR AD CREDENTIALS AND SEARCH FOR THE TITLES BELOW

## SUPERVISOR: ADMINISTRATIVE SUPPORT

### ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.  
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO
- CASH HANDLING
- INTRODUCTION TO ORACLE PROCUREMENT & PAYABLES
- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD PROGRAM
- ORACLE: BUYING AND PAYING FOR PO REQUISITIONERS

#### ADDITIONAL LEARNING

- UC SAN DIEGO TRAVEL: BEFORE YOU GO

SESSIONS

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: DATA CONFIDENTIALITY TRAINING
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT

SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION
- PCI DSS SECURITY AWARENESS

SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.  
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

SESSIONS

#### ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

# ALUMNI ANNUAL GIVING AND PIPELINE DEVELOPMENT ONBOARDING TRAINING

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## SUPERVISOR: ALUMNI RELATIONS

### ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.  
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#### ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO
- HANDSHAKE
- FERPA: CONFIDENTIALITY OF STUDENT RECORDS & PRIVACY RIGHTS
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING

#### ADDITIONAL LEARNING

- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD PROGRAM
- UC SAN DIEGO TRAVEL: BEFORE YOU GO
- ACTING WITH DIPLOMACY AND TACT
- HOW TO INFLUENCE WITHOUT SHAMING AS A LEADER

SESSIONS

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: DATA CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- HIPAA COMPLIANCE FOR ADVANCEMENT

#### ADDITIONAL LEARNING

- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING

SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.  
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

#### ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

SESSIONS

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### SUPERVISOR: FUNDRAISING

#### ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role. Complete your required training and **THEN discuss the additional learning with your supervisor.**



#### ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO

#### ADDITIONAL LEARNING

- SUPERVISORY LABORATORY

SESSIONS

#### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: BASICS OF PROSPECT MANAGEMENT
- ESP: REPORTS OVERVIEW
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT

#### ADDITIONAL LEARNING

- FERPA- CONFIDENTIALITY OF STUDENT RECORDS AND PRIVACY RIGHTS

SESSIONS

#### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

SESSIONS

#### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community. Complete your required training and **THEN discuss the suggested learning with your supervisor.**



#### ESSENTIAL LEARNING

- UC PREVENTING HARASSMENT AND DISCRIMINATION
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS

#### ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

SESSIONS

# ALUMNI ANNUAL GIVING AND PIPELINE DEVELOPMENT ONBOARDING TRAINING

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## SUPERVISOR: STEWARDSHIP SUPPORTS

### ROLE BASED COMPETENCIES

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#### ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO
- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD PROGRAM

#### ADDITIONAL LEARNING

- UC SAN DIEGO TRAVEL: BEFORE YOU GO
- SUPERVISORY LABORATORY

SESSIONS

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: DATA CONFIDENTIALITY TRAINING
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT

SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.  
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- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
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SESSIONS

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## SUPERVISOR: STUDENT SERVICES

### ROLE BASED COMPETENCIES

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#### ESSENTIAL LEARNING

- SUPERVISING AT UC SAN DIEGO
- HANDSHAKE
- FERPA: CONFIDENTIALITY OF STUDENT RECORDS & PRIVACY RIGHTS
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING

#### ADDITIONAL LEARNING

- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD PROGRAM
- UC SAN DIEGO TRAVEL: BEFORE YOU GO
- ACTING WITH DIPLOMACY AND TACT
- HOW TO INFLUENCE WITHOUT SHAMING AS A LEADER

SESSIONS

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: DATA CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- HIPAA COMPLIANCE FOR ADVANCEMENT

#### ADDITIONAL LEARNING

- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING

SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
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SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.  
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- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

#### ADDITIONAL LEARNING

- BUILDING INCLUSIVE TEAMS

SESSIONS

# ALUMNI ANNUAL GIVING AND PIPELINE DEVELOPMENT ONBOARDING TRAINING

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## ADMINISTRATIVE SUPPORT

### ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.

*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- INTRODUCTION TO ORACLE PROCUREMENT & PAYABLES
- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD
- CASH HANDLING
- PCI DSS SECURITY AWARENESS

#### ADDITIONAL LEARNING

- ORACLE: BUYING AND PAYING FOR GOODS AND SERVICES
- ORACLE: BUYING AND PAYING FOR PO REQUISITIONERS
- UC SAN DIEGO TRAVEL: BEFORE YOU GO

SESSIONS

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING

SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.

*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

SESSIONS

# ALUMNI ANNUAL GIVING AND PIPELINE DEVELOPMENT ONBOARDING TRAINING

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## ALUMNI/FAMILY RELATIONS

### ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.

*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- ADVANCEMENT: CONFIDENTIALITY TRAINING
- FERPA: CONFIDENTIALITY OF STUDENT RECORDS & PRIVACY RIGHTS
- HANDSHAKE
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING

#### ADDITIONAL LEARNING

- UC SAN DIEGO TRAVEL: BEFORE YOU GO
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD PROGRAM
- UNIVERSITY CARD PROCUREMENT PROGRAM

SESSIONS

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.

*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- HIPAA COMPLIANCE FOR ADVANCEMENT

#### ADDITIONAL LEARNING

- ESP: REPORTS OVERVIEW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING

SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.

*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT
- UC PREVENTING HARASSMENT AND DISCRIMINATION

#### ADDITIONAL LEARNING

- INCLUSIVE COMMUNICATION: A TRAINING FOR HIGHER ED LEADERS
- CREATING SAFE SPACES FOR STUDENTS BY TAKING ACTION AGAINST MICROAGGRESSIONS

SESSIONS

# ALUMNI ANNUAL GIVING AND PIPELINE DEVELOPMENT ONBOARDING TRAINING

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## COMMUNICATIONS SERVICES

### ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.

*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW

SESSIONS

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING

SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.

*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

SESSIONS



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## FUNDRAISER

### ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.  
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD

SESSIONS

#### ADDITIONAL LEARNING

- ORACLE: BUYING AND PAYING FOR GOODS AND SERVICES
- UC SAN DIEGO TRAVEL: BEFORE YOU GO
- ESP: EVENTS CREATION and UPDATES (specific ESP access required)

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT

SESSIONS

#### ADDITIONAL LEARNING

- FERPA- CONFIDENTIALITY OF STUDENT RECORDS AND PRIVACY RIGHTS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION
- ERGONOMIC OFFICE SELF-ASSESSMENT

SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.  
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT
- UC PREVENTING HARASSMENT AND DISCRIMINATION

SESSIONS

#### ADDITIONAL LEARNING

- BRIDGING DIFFERENCES IN CROSS-CULTURAL COMMUNICATION

# ALUMNI ANNUAL GIVING AND PIPELINE DEVELOPMENT ONBOARDING TRAINING

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## STUDENT EMPLOYEES

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.  
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- ADVANCEMENT: STUDENT EMPLOYEE ORIENTATION
- FERPA: CONFIDENTIALITY OF STUDENT RECORDS & PRIVACY RIGHTS
- ADVANCEMENT: CONFIDENTIALITY TRAINING
- HIPAA COMPLIANCE FOR ADVANCEMENT
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW

#### ADDITIONAL LEARNING

- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: REPORTS OVERVIEW

SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- COVID-19 PREVENTION
- UC CYBER SECURITY AWARENESS TRAINING
- INJURY AND ILLNESS PREVENTION

SESSIONS

### EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

Build your skills and understanding of equity, diversity and inclusion related to your role, the culture of Advancement and the university principles of community.



#### ESSENTIAL LEARNING

- UC PREVENTING HARASSMENT AND DISCRIMINATION
- SESSIONS 1-5 IMPLICIT BIAS ONLINE
- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

SESSIONS

*Complete your required training and **THEN discuss the additional learning with your supervisor.***

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## STUDENT SERVICES

### ROLE BASED COMPETENCIES

Become familiar with the competencies and skills required to successfully perform your role.



#### ESSENTIAL LEARNING

- ADVANCEMENT: CONFIDENTIALITY TRAINING
- FERPA: CONFIDENTIALITY OF STUDENT RECORDS & PRIVACY RIGHTS
- ADVANCEMENT: ATHLETICS COMPLIANCE TRAINING
- HANDSHAKE

SESSIONS

### ADVANCEMENT COMPETENCIES

Discover the supports, context and culture the Advancement organization offers.  
*Complete your required training and **THEN discuss the additional learning with your supervisor.***



#### ESSENTIAL LEARNING

- ADVANCEMENT: EMPLOYEE ORIENTATION
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- ADVANCEMENT: SERVICENOW
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#### ADDITIONAL LEARNING

- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
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SESSIONS

### UC SAN DIEGO COMPETENCIES

Understanding the structures, compliance and organizational supports at UC San Diego.



#### ESSENTIAL LEARNING

- UC SAN DIEGO NEW HIRE ORIENTATION
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- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
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- UC PREVENTING HARASSMENT AND DISCRIMINATION
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

#### ADDITIONAL LEARNING

- CAREER SERVICES: FOSTERING MEANINGFUL CONNECTIONS BETWEEN DIVERSE STUDENTS AND EMPLOYERS
- CREATING SAFE SPACES FOR STUDENTS BY TAKING ACTION AGAINST MICROAGGRESSIONS

SESSIONS