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

ADVANCEMENT 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.

ROLE BASED COMPETENCIES

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
- Supervisory Laboratory

ADVANCEMENT COMPETENCIES

- 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

UC SAN DIEGO COMPETENCIES

- UC San Diego New Hire Orientation
- COVID-19 Prevention
- UC Cyber Security Awareness Training
- Injury and Illness Prevention
- PCI DSS Security Awareness

EQUITY, DIVERSITY AND INCLUSION COMPETENCIES

- UC San Diego TRAVEL: BEFORE YOU GO
- University Travel and Entertainment Card Program
- Oracle: Buying and Paying for PO Requisitioners
- HIPAA Compliance for Advancement

ESSENTIAL LEARNING

- Workforce 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

ADDITIONAL LEARNING

- Building Inclusive Teams

TO ACCESS TRAINING SESSIONS:
LOG INTO UC LEARNING WITH YOUR AD CREDENTIALS AND SEARCH FOR THE TITLES BELOW
Discover the supports, context and culture the Advancement organization offers.

**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.

**ADVANCEMENT COMPETENCIES**
Discover the supports, context and culture the Advancement organization offers.

**UC SAN DIEGO COMPETENCIES**
Understanding the structures, compliance and organizational supports at UC San Diego.

**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**
- SUPERVISING AT UC SAN DIEGO

**ADDITIONAL LEARNING**
- SUPERVISORY LABORATORY

**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

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

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

**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.

**ADVANCEMENT COMPETENCIES**
Discover the supports, context and culture the Advancement organization offers.

**UC SAN DIEGO COMPETENCIES**
Understanding the structures, compliance and organizational supports at UC San Diego.

**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.

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**SUPERVISOR: STEWARDSHIP SUPPORTS**

**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

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**ESSENTIAL LEARNING**
- Advancement: Employee Orientation
- Advancement: Data Confidentiality Training
- Advancement: Understanding Prospect Development Services for Fundraising
- ESP: 101 Constituent Records
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- ESP: Basics of Prospect Management for Fundraising
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**ESSENTIAL LEARNING**
- UC San Diego New Hire Orientation
- COVID-19 Prevention
- UC Cyber Security Awareness Training
- Injury and Illness Prevention

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**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

**ADDITIONAL LEARNING**
- Building Inclusive Teams
UC SAN DIEGO ADVANCEMENT
HEALTH SCIENCES ADVANCEMENT
ONBOARDING TRAINING

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

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.

ADVANCEMENT COMPETENCIES
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UC SAN DIEGO COMPETENCIES
Understanding the structures, compliance and organizational supports at UC San Diego.

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
- ADVANCEMENT: CONFIDENTIALITY TRAINING
- ESP: 101 CONSTITUENT RECORDS
- ADVANCEMENT: SERVICENOW
- INTRODUCTION TO ORACLE PROCUREMENT & PAYABLES
- UNIVERSITY PROCUREMENT CARD PROGRAM
- UNIVERSITY TRAVEL AND ENERTAINMENT 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

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

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

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

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

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

ESSENTIAL LEARNING
- WORKPLACE DIVERSITY, EQUITY AND INCLUSION IN ACTION
- UC PREVENTING HARASSMENT AND DISCRIMINATION
- GENDER RECOGNITION: A FOCUS ON TRANSGENDER, NONBINARY, AND INTERSEX AWARENESS
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- ADVANCEMENT: SERVICENOW
- ADVANCEMENT: UNDERSTANDING PROSPECT DEVELOPMENT SERVICES FOR FUNDRAISING
- ESP: BASICS OF PROSPECT MANAGEMENT FOR FUNDRAISING
- ESP: REPORTS OVERVIEW
- UNIVERSITY TRAVEL AND ENTERTAINMENT CARD

ADDITIONAL LEARNING
- UC SAN DIEGO TRAVEL: BEFORE YOU GO
- ESP: EVENTS CREATION and UPDATES (specific ESP access required)

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

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
- BRIDGING DIFFERENCES IN CROSS-CULTURAL COMMUNICATION

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ADVANCEMENT COMPETENCIES
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