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.

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.

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

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

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

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

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

ADVANCEMENT COMPETENCIES
Becomes 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.

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
- 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 REQUISITORS

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

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

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

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

SUPervisor: Supervising at UC San Diego

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.
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**
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.

**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

**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

**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
- 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 additional learning with your supervisor.

To access training sessions: Log into UC Learning with your AD credentials and search for the titles below.

**Administrative Support**
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.

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

ESSENTIAL LEARNING
- ADVANCEMENT: EMPLOYEE ORIENTATION
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- 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
- COMPLIANCE BRIEFING: UC ETHICAL VALUES AND CONDUCT

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COMMUNICATIONS SERVICES
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**

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

**ADVANCEMENT COMPETENCIES**

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

**UC SAN DIEGO 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.

**EQUITY, DIVERSITY AND INCLUSION COMPETENCIES**

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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.

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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MANAGE YOUR EMOTIONAL LABOR IN THE WORKPLACE