



## CAREER WORKSHOPS May-June 2017

The following workshops are offered through a partnership between Staff Learning and Development, and Counseling and Psychological Services. The workshops are intended to help staff members develop clarity and action plans to connect their interests and abilities with career opportunities at the University. Also view the schedule at <http://hr.berkeley.edu/development/career-development/workshops>

All workshop and registration information can be found at the UCB Learning Center, accessible through the Blu Portal at <http://blu.berkeley.edu>. Easily find each workshop by using the BECAR### code to search. Or, register for workshops by clicking on the dates listed on this document, or by clicking on the links at <http://hr.berkeley.edu/development/career-development/workshops>

**PRE-REGISTRATION IS REQUIRED.**

### SELF-ASSESSMENT:

#### **Exploring Career Interests with the Strong Interest Inventory\* (BECAR101)**

**Dates:** [5/22](#), [6/26](#) 12:00-1:30pm

The Strong Interest Inventory is used to clarify prominent career and work interests. These themes will be discussed and related to job families and career opportunities on the Berkeley campus.

*\*Pre-work requirements; see details online at the Learning Center.*

#### **Assessing Personality Type and Your Career with the Myers-Briggs Type Indicator\* (BECAR102)**

**Dates:** [5/4](#), [6/22](#) 12:00-1:30pm

The Myers-Briggs Type Indicator (MBTI) can help you understand your preferred work style and how it relates to specific careers and work roles. A clearer understanding of these can be beneficial to achieving higher career satisfaction.

*\*Pre-work requirements; see details online at the Learning Center.*

#### **Understanding Your Work Related Values (BECAR103)**

**Dates:** [6/8](#) 12:00-1:30pm

Identifying and clarifying your most important values is fundamental in career planning. This workshop will focus on clarifying what matters to you most about work and work environments.

#### **Identifying Your Vital Skills (BECAR104)**

**Date:** [5/16](#) 12:00-1:30pm

This workshop will focus on helping you identify your skills, including those you enjoy using most and those you would like to develop further in your career at UC Berkeley. Campus resources for learning and/or developing skills will be discussed.

## GOALS AND ACTION:

### Taking Action and Moving Forward in Your Career (*BECAR201*)

Date: [6/1](#) 12:00-1:30pm

Goal setting and decision making strategies will be addressed in this workshop. Staff will clarify specific career-related goals and learn ways of coping with potential obstacles to career development.

## JOB SEARCH SKILLS:

### Marketing Yourself for Your Next Job: Resume Writing (*BECAR301*)

Dates: [6/19](#) 11:30-1:30pm

Create a resume that gets attention and results. Learn how to create documents that showcase your transferable skills and highlight the strengths of your unique work history.

### Informational Interviewing (*BECAR303*)

Date: [5/25](#) 12:00-1:00pm

Do you have an idea about a field you want to go into but don't know how to get there? Learning how to conduct informational interviews with experienced staff can be a great resource in your career strategy toolkit.

### Job Interviewing (*BECAR304*)

Date: [5/30](#) 12:00-1:30pm

This hands-on workshop gives you tips for acing the interview. This is a great workshop whether you are switching fields, applying for a new position in your current job track, or would simply like some practice sharpening your interviewing skills.

### Job Interviewing II: Practice Your Interviewing Skills (*BECAR207*)

Date: [6/29](#) 12:00-1:30pm

In this supportive small group workshop, you will practice what you learned in the Job Interviewing I Workshop. Walk away with valuable peer to peer feedback to incorporate into your interview repertoire.

### Social Networking (*BECAR306*)

Date: [5/8](#) 12:00-1:00pm

Building on the basics, this workshop teaches participants how to use LinkedIn to highlight their career accomplishments, put their best foot forward, research companies, people and job opportunities.

## CONTACT US:

Location: 2220 Bancroft Way (Courtyard of the Tang Center)

Website: <https://uhs.berkeley.edu/career-library>

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Hours: Weekdays 12pm to 5pm

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