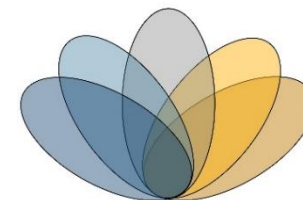


# CAREER DEVELOPMENT WORKSHOPS

## Fall 2019



Grow Your Career

These workshops help staff members develop clarity and action plans to connect their interests and abilities with career opportunities at UC Berkeley. Also view the schedule at [hr.berkeley.edu/careerworkshops](http://hr.berkeley.edu/careerworkshops)

**PRE-REGISTRATION IS REQUIRED AT THE UC LEARNING CENTER.** Log into the Blu Portal at [blu.berkeley.edu](http://blu.berkeley.edu). Search by using the code (BECAR###.) Or click on the links at [hr.berkeley.edu/careerworkshops](http://hr.berkeley.edu/careerworkshops)

### Design Thinking Tools to Build Your Career (BECAR251) **Thurs 8/15 12:00-1:30pm**

Feeling stuck? Unsure about your next career step? Curious about how to get started in a new field or role? This workshop employs design thinking to explore how you can create a sustainable life and work where you thrive. Learn tools to help you navigate your career path, get unstuck, and try out easy changes to increase your wellbeing and satisfaction at work.

#### NEW OFFERING

### Building Your Compass: **Fri 8/9, 16, 23 & 30 1:30-3:30pm**

#### Exploration for Seasoned Staff (BECAR502)

This 4-part series is intended for staff who want to shape the culminating 5-10 years of their careers to leverage their generativity and experience at a life stage when the factors that most enrich their engagement, satisfaction and reward may be shifting. Over 4 sessions, the series will look to the past, present and future to explore the facets of your own particular "compass." Registering means a commitment to travel through the 4 sessions together. Please consider your availability for all 4 sessions before registering.

### Planning for Your Next Career Move (BECAR250) **Wed 8/21 12:00-1:30pm**

You have goals for your job, but how about your career? Being ready for your next career move means preparing early. In this workshop, you'll begin to frame a goal and a plan to build and sustain momentum.

#### NEW OFFERING

### NOW Conference Highlight (BECAR252) **Wed 8/28 12:00-1:30pm**

Couldn't attend the NOW Conference (Next Opportunity at Work)? Want to re-visit a conference highlight? Watch a presentation and immediately engage with fellow staff at this "watch party" to enrich your experience of the NOW Conference recordings. (Specific topic = instructor's choice)

### Work Style and Your Career \* (BECAR151) **Thurs 9/5 12:00-1:30pm**

It's no surprise that people like to approach tasks differently. Understanding your preferences and those associated with various work roles can help you make informed effective choices. This workshop uses the Myers-Briggs Type Indicator.

**\*Pre-Work Required – See details online at the UC Learning Center.**

### The Skills You Bring (BECAR153) **Wed 9/18 12:00-1:30pm**

The skills you enjoy and feel confident about contribute to strong performance and high satisfaction. Explore your transferable skills – the ones that support your career mobility and adaptability.

### Informational Interviewing (BECAR351) **Mon 9/23 12:00-1:00pm**

Thinking about an interesting career move? Have questions about a field or how to get there? Expand your career strategy toolkit by learning how to conduct effective informational interviews.

### Interests in Life and Work\* (BECAR150) **Thurs 10/3 12:00-1:30pm**

The term "Interests" has very specific meaning in career development. Clarify how your interests influence the work you enjoy through the Strong Interest Inventory. Explore how interests relate to job families and opportunities on campus.

**Pre-Work Required – See details online at the UC Learning Center.**

### LinkedIn Basics (BECAR354) **Tue 10/8 12:00-1:00pm**

LinkedIn is a great tool for establishing an online presence, conducting career research, & facilitating connection with other professionals. This workshop addresses the basics.

### Job Search Effectiveness (BECAR355) **Mon 10/14 12:00-1:30pm**

We all know the importance of writing a good resume and responding to interview questions. But these tasks don't stand alone. This workshop explores the structure of an effective job search in the UC Berkeley context.

### Your Values at Work (BECAR152) **Tue 10/22 12:00-1:30pm**

Values contribute to the meaning and satisfaction we find in work. This workshop offers a chance to clarify your highest-priority work related values, and explore avenues for enhancing alignment in your values and your work.

### LinkedIn II: Maximize Your Online Professional Presence (BECAR356) **Tue 11/5 12:00-1:00pm**

Make sure your LinkedIn profile is serving you by understanding what your readers look for. This hands-on workshop is a chance to incorporate tips from a UC Berkeley recruiter. We encourage you to bring a tablet, laptop or smart phone.

### Effective Resume Writing (BECAR350) **Wed 11/13 12:00-1:30pm**

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

### Interviewing for the Job (BECAR352) **Mon 11/18 12:00-1:30pm**

Job interview skills are important whether you are switching fields, seeking an advanced position along your current path, or just keeping your skills sharp. This workshop provides an effective framework for expressing your qualifications.

**QUESTIONS? Call 510-664-5068**

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# WORKSHOP MATRIX – STAFF CAREER DEVELOPMENT

Developing your career involves more than one activity, task, or document. For most people, some come more naturally than others. The career development workshops for UC Berkeley staff are intended to provide benefit across the spectrum of career development aspects. Consult this matrix for guidance about the workshops that are most pertinent to your needs at this time.

Workshop	Aspect of Career Development (See Below)					
	Self	Environment	Goals	Skills	Story	Your Career Journey
<i>Interests in Life and Work (BECAR150)</i>	●	○	○			○
<i>Work Style and Your Career (BECAR151)</i>	●	○	○			○
<i>Your Values at Work (BECAR152)</i>	●	○				○
<i>The Skills You Bring (BECAR153)</i>	●		○	●		
<i>Planning for Your Next Career Move (BECAR250)</i>	○	○	●	○		●
<i>Design Thinking Tools to Build Your Career (BECAR251)</i>	●	○	○	○	○	●
<i>NOW Conference Highlight (Next Opportunity at Work) (BECAR252)</i>	●	●	●	●	●	●
<i>Effective Resume Writing (BECAR350)</i>	○	○		○	●	
<i>Informational Interviewing (BECAR351)</i>		●	○	○	○	●
<i>Interviewing for the Job (BECAR352)</i>	○			○	●	○
<i>Job Interview Practice (BECAR353)</i> <i>Watch for future offerings of this workshop</i>					●	
<i>LinkedIn Basics (BECAR354)</i>	○	○			○	●
<i>Job Search Effectiveness (BECAR355)</i>		○	○	○	●	●
<i>LinkedIn II: Maximize Your Online Professional Presence (BECAR356)</i>	○	○			○	●
<i>Building Your Compass: Exploration for Seasoned Staff (BECAR502)</i>	●	○	●	●	○	●

● A principal aspect of career development addressed by this workshop

○ Aspects of career development indirectly addressed by this workshop

<b>Your Career Journey</b>  At the center is your proactivity, perseverance, resilience, active engagement, and the network you build & maintain	<b>Self</b>	Understanding your strengths, work style, interests, values & preferences in relation to work
	<b>Environment</b>	Active awareness of trends, developments, opportunity areas, growing fields
	<b>Goals</b>	Combining your understanding of <i>Self</i> and <i>Environment</i> to develop short-term and longer-term goals for your career. These give energy and direction to your career development actions
	<b>Skills</b>	Continuing attention to developing the <i>Knowledge</i> , “ <i>How-to</i> ” <i>Skills</i> , and <i>Habits</i> that prepare & qualify you for the opportunities you want
	<b>Story</b>	Helping others see the value you can bring through all kinds of communication including your resume, professional social media, and verbal presence

