

WORKSHOPS

Spring 2018

STAFF CAREER DEVELOPMENT

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

PRE-REGISTRATION IS REQUIRED.

Register at the UCB Learning Center, by logging into the Blu Portal at blu.berkeley.edu. Easily find each workshop by using the BECAR### code to search. Or click on the links at hr.berkeley.edu/careerworkshops

Planning for Your Next Career Move (BECAR250) Thurs 1/18 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.

Interests in Life and Work* (BECAR150) Wed 1/24 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 UCB Learning Center.**

Work Style and Your Career * (BECAR151) Tues 2/6 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 UCB Learning Center.**

The Skills You Bring (BECAR153) Tues 2/27 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.

Effective Resume Writing (BECAR350) Thurs 3/8 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.

Your Values at Work (BECAR152) Thurs 3/15 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.

Your Professional Online Network (BECAR354) Tues 3/20 12:00-1:00pm

Put your best digital foot forward by using LinkedIn to highlight career accomplishments and research companies, people and job opportunities.

Interviewing for the Job (BECAR352) Wed 4/4 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.

Informational Interviewing (BECAR351) Wed 5/2 12:00-1:00pm

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

Job Interview Practice (BECAR353) Tues 5/15 12:00-1:30pm

Practice what you learned in *Interviewing for the Job* in this supportive small-group practice session. Nothing helps build confidence quite like practice and supportive feedback.

NEW

Job Search Effectiveness (BECAR355) Wed 5/23 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.

QUESTIONS? Call 510-664-5068