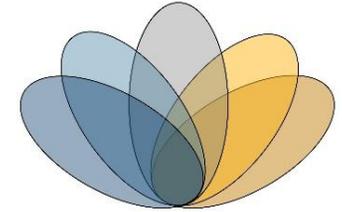


WORKSHOPS Summer - Fall 2018



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) **Tues 7/31 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) **Tues 8/7 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.**

The Skills You Bring (BECAR153) **Thurs 8/16 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.

Job Search Effectiveness (BECAR355) **Tues 8/21 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.

Work Style and Your Career * (BECAR151) **Wed 8/29 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.**

Effective Resume Writing (BECAR350) **Thurs 9/6 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) **Wed 9/12 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.

Professional Online Networking Basics (BECAR354) **Tues 9/18 12:00-1:00pm**

Using LinkedIn to represent your experience and expertise, build and maintain your network, and explore your professional field.

Interviewing for the Job (BECAR352) **Wed 9/26 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) **Thurs 10/4 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 10/23 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.

QUESTIONS? Call 510-664-5068

Staff Career Development Workshop Matrix

Developing your career involves more than one activity, task, or document. Usually, some are more natural for a person 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
Planning for Your Next Career Move (<i>BECAR250</i>)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>
<i>Interests in Life and Work (BECAR150)</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>
Work Style and Your Career (<i>BECAR151</i>)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>
The Skills You Bring (<i>BECAR153</i>)	<input checked="" type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>		
Effective Resume Writing (<i>BECAR350</i>)	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	
Your Values at Work (<i>BECAR152</i>)	<input checked="" type="radio"/>	<input type="radio"/>				<input type="radio"/>
Professional Online Networking Basics (<i>BECAR354</i>)	<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input checked="" type="radio"/>
Interviewing for the Job (<i>BECAR352</i>)	<input type="radio"/>			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Informational Interviewing (<i>BECAR351</i>)		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Job Interview Practice (<i>BECAR353</i>)					<input checked="" type="radio"/>	
Job Search Effectiveness (<i>BECAR355</i>)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

- A principal aspect of career development addressed by this workshop
- Aspects of career development indirectly addressed by this workshop

Your Career Journey At the center is your proactivity, perseverance, resilience, active engagement, and the network you build & maintain	Self	Understanding your strengths, work style, interests, values & preferences in relation to work
	Environment	Active awareness of trends, developments, opportunity areas, growing fields
	Goals	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
	Skills	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
	Story	Helping others see the value you can bring through all kinds of communication including your resume, professional social media, and verbal presence