

# CAREER DEVELOPMENT WORKSHOPS - SPRING 2020

These workshops help UC Berkeley staff to develop clarity and action plans to connect their interests and abilities with career opportunities.

**PRE-REGISTRATION IS REQUIRED THROUGH THE UC LEARNING CENTER**

Log into the **UC Learning Center**. Search by using the code (BECAR###).

Or click on the workshop links at [hr.berkeley.edu/careerworkshops](http://hr.berkeley.edu/careerworkshops).

Questions? Contact Lisa Rykert at [lrykert@berkeley.edu](mailto:lrykert@berkeley.edu) | People & Organization Development | People & Culture



## **Planning for Your Next Career Move (BECAR250) Thurs 1/23, 12 – 1:30 pm**

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. You will also learn about many campus resources to support your career success.

## **The Skills You Bring (BECAR153) Fri 1/31, 2 – 4 pm**

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.

## **LinkedIn Basics (BECAR354) Wed 2/5, 12 – 1 pm**

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

## **Interests in Life and Work (BECAR150) Thurs 2/13, 2 – 3:30 pm**

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. Instructions for taking the "Strong Interest Inventory" (at least 3 days in advance) will be sent in your registration confirmation.

## **Effective Resume Writing (BECAR350) Fri 2/21, 12 – 1:30 pm**

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.

## **Design Thinking Tools to Build Your Career (BECAR251) Thurs 2/27, 12 – 2 pm**

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.

## **Your Values at Work (BECAR152) Wed 3/4, 12 – 1:30 pm**

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.

## **Job Search Effectiveness (BECAR355) Fri 3/13, 12 – 1:30 pm**

We all know the importance of writing a good resume and preparing for the interview. But these tasks don't stand alone. This workshop will introduce best practices and strategies for an effective job search for internal (UCB) and external career exploration.

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## LinkedIn II: Maximize Your Online Professional Presence (BECAR356)

Tues 3/17, 12 – 1 pm

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 laptop, tablet or smart phone.

## The Skills You Bring (BECAR153)

Tues 4/7, 12 – 2 pm

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)

Fri 4/17, 12 – 1 pm

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.

## LinkedIn Basics (BECAR354)

Tues 4/28, 12:30 – 1:30 pm

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

## Interviewing for the Job (BECAR352)

Wed 5/6, 12 – 1:30 pm

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.

## **NEW!** Networking for Career Success (BECAR357) Wed 5/13, 12 – 1:30 pm

Up to 85% of job searchers have reported networking as one of the most important elements to landing a job. Many people dread the concept of networking for their job search for fear of asking for something or appearing needy. If you can relate, then join us for this workshop where we will help you reframe the concept of networking and offer strategies to help you feel more confident and empowered to connect.

## Work Style and Your Career (BECAR151)

Fri 5/29, 12 – 1:30 pm

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. Instructions for taking the "Myers-Briggs Type Indicator" (at least 3 days in advance) will be sent in your registration confirmation.