

# STAFF CAREER DEVELOPMENT WORKSHOPS – SPRING 2021

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

Registration options:

click on the workshop titles below, or

click on the workshop title links at [hr.berkeley.edu/careerworkshops](https://hr.berkeley.edu/careerworkshops), or

log into the [UC Learning Center](#) and search by using the code (BECAR###).



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

## **NEW! Get in Gear for a Breakthrough Year! Career Planning Forum (BECAR181)**

**Fri 1/22, 11:30-12:30pm**

During this forum, you will learn about the in-demand skills, roles, and career planning resources to shift you into high gear for career success and satisfaction in the new year. There will be time allotted for career planning Q&A as well.

Presenter: Lisa Rykert, Career & Professional Lead, People & Culture

## **The Skills You Bring (BECAR153)**

**Wed 1/27, 12:30 – 2:30 pm**

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

Presenter: Kate Zuby, Career Counseling Outreach Coordinator, University Health Services

## **LinkedIn Basics (BECAR354)**

**Thurs 2/4, 1 – 2:30 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.

Presenters: Esha Bharati, Talent Acquisition Advisor, and Miah Compton, Talent Acquisition Associate

## **Work Style and Your Career (MBTI) (BECAR151)**

**Wed 2/10, 12:30 – 2 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 (MBTI). PRE-WORK REQUIRED. Instructions for taking the MBTI (at least 3 days in advance) will be sent in your registration confirmation.

Presenter: Kate Zuby, Career Counseling Outreach Coordinator, University Health Services

## **NEW! Managing Turbulence: A Berkeley Changemaker™ Workshop (BECAR402)**

**Wed 2/24, 1 – 2:30 pm**

*How might you lead by setting culture?* Whether you are a team member or leader, this dynamic workshop will introduce you to the levers you can use to shape culture at UC Berkeley. Together, we'll spend the first hour exploring strategy and tactics that set and shape culture. The optional additional half hour will enable you to explore these concepts in greater detail in small breakout sessions while you meet and engage with your colleagues across campus. For more on the Berkeley Changemaker, please visit: <http://changemaker.berkeley.edu>. Note: This session will be recorded and shared for broader viewing access.

Presenters: Rich Lyons, Chief Innovation & Entrepreneurship Officer & former Dean of Berkeley Haas, and Laura Hassner, Co-Instructor, The Berkeley Changemaker

## **Design Thinking: Tools to Build Your Career (BECAR251)**

**Tues 3/2, 12:30 – 2:30 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. Registrants will be sent a Zoom link and bCal invite as the virtual workshop date draws near.

Presenters: Rebecca Andersen, Director of Career Services and Alumni Relations, School of Information, and Julie McShane, Director of Career Development and Alumni Relations, Fung Institute for Engineering Leadership

## **Informational Interviewing (BECAR351)**

**Wed 3/10, 1:30 – 3 pm**

Thinking about a 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.

Presenters: Linda Lunberg, Transition Services Lead, People & Culture, and Lisa Rykert, Career & Professional Development Lead, People & Culture

*All workshops are currently virtual. Registrants will be sent a Zoom link and a bCal invite prior to the virtual workshop date.*



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

**Thurs 3/18, 1 – 2 pm**

Make sure your LinkedIn profile is serving you by understanding how to best communicate to your target audience. This workshop is a chance to incorporate tips from a UC Berkeley Talent Acquisition Advisor. We encourage you to login to LinkedIn and view your profile to assess and apply what you learn during this workshop.

Presenter: Tara Hertstein, Talent Acquisition Advisor, People & Culture

## **Resumes that Lead to Interviews (BECAR350)**

**Wed 4/7, 12:30 – 2 pm**

The purpose of a resume is to help you land the interview. Create a resume that gets attention and results. You will learn current best practices on how to effectively communicate your skills and fit for a job of interest.

Presenter: Linda Lundberg, Transition Services Lead, People & Culture

## **Job Search Effectiveness (BECAR355)**

**Wed 4/21, 1 – 2:30 pm**

We all know the importance of writing a good resume and preparing for the interview. 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.

Presenter: Lisa Rykert, Career & Professional Development Lead, People & Culture

## **Ace the Interview – Strategies that Result in Offers (BECAR352)**

**Thurs 5/27, 1 – 2:30 pm**

You will learn effective strategies that prepare you to be the stand-out candidate before, during and after the job interview. This workshop will cover the following: preparing for a successful interview –physical and remote, research and job description review, types of interviews and interview questions, salary negotiation and post-interview follow up.

Presenter: Linda Lundberg, Transition Services Lead, People & Culture

## **Interests in Life & Work (BECAR150)**

**Thurs 6/10, 1:30 – 3 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.

Presenter: Chris McLean, Ph.D. Assistant Director, Career and Academic Programs, University Health Services

## **Achieve Together – Preparing Yourself for the Process (BECAR AT105)**

**Wed 6/16, 12:30 – 4:30 pm**

This offering for non-represented employees will provide an overview of the Achieve Together performance program. This interactive workshop will also include planning and practice activities such as creating and communicating goals, engaging in productive check-in conversations, and optimizing your coachability, to prepare you to fully engage in your own performance development process with your manager.

Presenters: Colin Gerker, Consultant, Organization Development & Learning Design, People & Culture, and Lisa Rykert, Career & Professional Development Lead, People & Culture

## **Networking for Career Success (BECAR357)**

**Wed 6/30, 1 – 2:30 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.

Presenters: Linda Lundberg, Transition Services Lead, People & Culture, and Lisa Rykert, Career & Professional Development Lead, People & Culture

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