

STAFF CAREER DEVELOPMENT WORKSHOPS – FALL 2022

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, or

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



Questions? Contact Lisa Rykert at lrykert@berkeley.edu | People & Organization Development | People & Culture

Cover Letter Writing Practice Lab (BECAR PL101)

Thurs 8/4, 11:30-1:00 pm

Here's a common scenario: You come across an ideal job posting and you're eager to apply. However, you feel stuck because you want to write that standout cover letter to communicate that you are the most skilled and enthusiastic candidate for the role. Yet, you are not sure how to best focus your message. In this experiential practice lab, we will review the purpose and elements of compelling cover letters. We will share examples and guide you through writing your own exceptional draft cover letter. For optimal engagement, please come to this practice lab with a selected job posting of your choice that you would like to use as the focus for your cover letter draft.

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

Resume Writing Practice Lab (BECAR PL102)

Thurs 8/11, 11:30-1:00 pm

You know your skills and experience are a great match for that job you applied for and you didn't even get invited to an interview. It's also important to know that on average recruiters spend 7.4 seconds scanning a resume before they decide yes or no on the next step (source: Ladders, 2018). In this experiential practice lab, we will review strategies and give you time and guidance to effectively format and tailor your resume to help you stand out and get the interview. For optimal engagement, please come to this practice lab with a selected job posting of your choice that you would like to use as the focus for your resume draft.

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

Interests in Life & Work (BECAR150)

Wed 8/17, 11:30-1:00 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 assessment. 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 8/24, 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-Junsay, Sr. Talent Strategy Partner, People & Culture, Jan Crosby-Taylor, Assistant Director of Foundational Skills Development, and Lisa Rykert, Career & Professional Development Lead, People & Culture

LinkedIn Basics (BECAR354)

Thurs 9/29, 12:00-1:30 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 to help you set up a complete and effective LinkedIn profile.

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

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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Work Style and Your Career (MBTI) (BECAR151)

Thurs 11/3, 12:00-1:30 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 (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

Design Thinking: Skills to Build Your Career (BECAR251)

Wed 11/16, 11:30-1:30 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.

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

The Skills You Bring (BECAR153)

Wed 11/30, 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 you enjoy that support your career mobility, adaptability and satisfaction.

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

LinkedIn II: Maximize Your Online Professional Presence (BECAR356)

Thurs 12/8, 11:30-12:30 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 in to LinkedIn and view your profile to assess and apply what you learn during this workshop.

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

Get in Gear for a Breakthrough Year in Your Career! (BECAR181)

Thurs 12/15, 11:30-1:00 pm

During this experiential workshop, participants will explore current workplace trends, in-demand skills and resources, complete a career self-assessment, identify career drivers that support job satisfaction, and integrate insights to create a plan of action to support a breakthrough year.

Presenters: Linda Lundberg, 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.

