SPRING 2011 CAREER WORKSHOPS

The Center for Organizational and Workforce Effectiveness (CoWWE), through a partnership with Counseling and Psychological Services and Human Resources, offers free staff career development workshops and career counseling. These services are offered to help staff in building a career on campus by developing a plan to connect personal interests and abilities with career opportunities available at the University.

All workshop and enrollment information can be found at the UCB Learning Center, accessible through the Blu Portal at http://blu.berkeley.edu. To easily find each workshop, use the BECAR### code to search. PRE-REGISTRATION IS REQUIRED.

OVERVIEW:

Introduction to Career Planning (BECAR001)
Start here to clarify your career planning needs and learn about campus resources that can help you achieve your career goals at Berkeley. Attendance in this workshop is recommended prior to attending the other career workshops and services.
- 12:1 pm Date: 1/28

Self Assessment:

Exploring Career Interests with the Strong Interest Inventory* (BECAR101)
The Strong Interest Inventory is used to clarify prominent career and work interests. These themes will be discussed and related to job families and career opportunities on the Berkeley campus.
- 11:30-1 pm Dates: 2/3, 4/12 *Pre-work requirements; see details online at the Learning Center.

Assessing Personality Type and Your Career with the Myers-Briggs Type Indicator* (BECAR102)
The Myers-Briggs Type Indicator (MBTI) can help you understand your preferred work style and how it relates to specific careers and work roles. A clearer understanding of these can be beneficial to achieving higher career satisfaction.
- 11:30-1 pm Dates: 2/17, 4/26 *Pre-work requirements; see details online at the Learning Center.

Understanding Your Work Related Values (BECAR103)
Identifying and clarifying your most important values is fundamental in career planning. This workshop will focus on clarifying what matters to you most about work and work environments.
- 11:30-1 pm Date: 2/11

Identifying Your Vital Skills (BECAR104)
This workshop will focus on helping you identify your skills, including those you enjoy using most and those you would like to develop further in your career at UC Berkeley. Campus resources for learning and/or developing skills will be discussed.
- 11:30-1 pm Date: 3/17

Goal Setting:

Taking Action and Moving Forward in Your Career (BECAR201)
Goal setting and decision making strategies will be addressed in this workshop. Staff will clarify specific career-related goals and learn ways of coping with potential obstacles to career development.
- 11:30-1 pm Date: 4/5

Career Strategies Support Group (BECAR202)
If you have participated in our career development workshops or career counseling and want ongoing support for your career development efforts, then this group is for you! Come as often as you want to check progress, get support from your peers and career development staff, network, and learn how to keep up your motivation and enthusiasm as you take action toward realizing your career goals!
- 12-1 pm Date: 3/8

Job Search Skills:

Marketing Yourself for Your Next Job: Resume Writing (BECAR301)
Create a resume that gets attention and results. Learn how to create documents that showcase your transferable skills and highlight the strengths of your unique work history.
- 11:30-1 pm Date: 2/25

Marketing Yourself for Your Next Job: Cover Letters and Job Search Communication (BECAR302)
This workshop focuses on creating a memorable cover letter. Learn how to make your previous experience stand out.
- 12-1 pm Date: 3/1

Informational Interviewing (BECAR303)
Do you have an idea about a field you want to go into but don’t know how to get there? Learning how to conduct informational interviews with experienced staff can be a great resource in your career strategy toolkit.
- 12-1 pm Date: 3/11

Job Interviewing (BECAR304)
This hands-on workshop gives you tips for acing the interview. This is a great workshop whether you are switching fields, applying for a new position in your current job track, or would simply like some practice sharpening your interviewing skills.
- 11:30-1 pm Date: 3/29

Social Networking (BECAR305)
LinkedIn? Facebook? Twitter? Come learn about these various social networking tools. Demonstration and take-away materials will be provided with step-by-step instructions on how to create and manage a professional profile that will help you network with others.
- 12-1 pm Date: 4/8

To schedule an individual appointment with a Career Counselor or for general information, please contact 
The Career Counseling Library  Email: careerlibrary@berkeley.edu  Phone: (510) 642-2367