



## CAREER SERVICES

Building a career on campus involves developing a plan that connects one's personal interests and abilities with career opportunities available at the University. A new set of workshops and resources are now available to campus to help in that exploration.

The Center for Workforce Development will offer career development workshops and career counseling through a partnership with Counseling and Psychological Services at the Tang Center.

### For more info

**Center for  
Workforce  
Development**

[training@berkeley.edu](mailto:training@berkeley.edu)

**642-8134**

# CAREER WORKSHOPS

All workshop information and enrollment information can be found on ICE.

## **INTRODUCTION TO CAREER PLANNING <-START HERE ->**

Elayne Chou, PhD & Dr. Jarralynne Agee, PhD

Staff are encouraged to attend this workshop to clarify their career planning needs and to learn about new programs and resources on campus to help them achieve their career goals at Berkeley. This workshop is the pre-requisite for all other career services and events. (1 hour)

## **SELF ASSESSMENT**– Rick Low, PhD

### **Exploring Career Interests with the Strong Interest Inventory**

In this workshop 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. (1.5 hours)

### **Assessing Personality Type and Your Career with the Myers-Briggs Type Indicator**

This workshop uses the Myers Briggs Type Indicator to identify personality and work style preferences. Understanding your preferred work style and how it relates to specific careers and work roles on campus can be critical to career satisfaction. (1.5 hours)

### **Values and Skills Assessment**

This workshop will focus on clarifying career values and skills. In addition, tips for learning about organizational culture will be shared to help you evaluate how jobs in different campus departments match your values and skills. (1.5 hours)

## **CAREER PLANNING** – Elayne Chou, PhD

### **Taking Action and Moving Forward in Your Career**

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 at Berkeley. (1.5 hours)

## **JOB SEARCH SKILLS** – Jarralynne Agee, PhD

### **Marketing yourself for your next job (Resume & Cover Letters).**

This workshop focuses on creating a resume and cover letter that gets attention and results. Learn how to create documents that match your transferable skills and highlights the strengths of your unique work history. (1.5 hours)

### **Job Interview Workshop**

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. (1.5 hours)

### **Informational Interviewing**

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 information interviews with experienced staff can be a great resource in your career strategy toolkit. (1.5 hours)

### **Career Panel: Success Stories at CAL**

A panel of staff members who have made successful career transitions will be panelists for this workshop. Each panelist will discuss career planning strategies that were successful for them and address questions that are posed by the workshop participants. (1.5 hours)

**ENROLL ON ICE** <http://hrweb.berkeley.edu/ice/home/>

Keyword: CAREER