TAKE CHARGE: DEVELOPING A CAREER STRATEGY
2017-18 APPLICATION

Program Overview:
Take Charge: Developing a Career Strategy is a five-month program that provides administrative and support staff with tools to better direct and manage their careers. It is sponsored by UCOP HR Learning & Development.

Program Selection Criteria:
- Career, contract and represented employees who have completed their probationary period;
- Have a “successfully meets expectations” performance rating or above;
- Express a desire to learn new skills that will assist as they plan and manage their careers; and
- Commit to attending all of the scheduled sessions and completing all assignments.

Sessions are scheduled:

<table>
<thead>
<tr>
<th>Date</th>
<th>Session Title</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10th</td>
<td>Singing Your Praises without Going off Key: Self-Advocacy</td>
<td>2:00-4:00pm</td>
<td>Lobby One</td>
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<tr>
<td>January 23rd</td>
<td>Peer Mentoring</td>
<td>2:00-3:00pm</td>
<td>Lobby One</td>
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<tr>
<td>February 8th</td>
<td>Managing Up</td>
<td>2:00-4:00pm</td>
<td>Franklin 5320</td>
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<tr>
<td>February 21st</td>
<td>Peer Mentoring</td>
<td>2:00-3:00pm</td>
<td>Lobby One</td>
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<tr>
<td>March 6th</td>
<td>Career Planning &amp; Networking</td>
<td>2:30-4:30pm</td>
<td>Lobby One</td>
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<tr>
<td>March 13th</td>
<td>Don’t Ask - Don’t Get - Negotiation Skills</td>
<td>2:00-4:00pm</td>
<td>Franklin 5320</td>
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<tr>
<td>March 27th</td>
<td>Peer Mentoring</td>
<td>2:00-3:00pm</td>
<td>Franklin 5320</td>
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<tr>
<td>April 10th</td>
<td>Career Management - Resume Writing</td>
<td>2:00-4:00pm</td>
<td>Franklin 5320</td>
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<tr>
<td>April 24th</td>
<td>Peer Mentoring</td>
<td>2:00-3:00pm</td>
<td>Franklin 5320</td>
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<tr>
<td>May 15th</td>
<td>Career Management - Interviewing Skills</td>
<td>2:00-4:00pm</td>
<td>Franklin 5320</td>
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<tr>
<td>May 24th</td>
<td>Peer Mentoring - Completion Celebration</td>
<td>2:00-4:00pm</td>
<td>Lobby One</td>
</tr>
</tbody>
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Instructions:

1. Fill out the Participant Application on Page 2.
2. Print out the Signature Page on Page 3. Sign it and have your supervisor sign it. Include the Signature Page with the application when submitting to Lance Page. We MUST receive the Signature Page with both your signature and that of your supervisor.
3. Email or send hard copy of the Application and Signature Page to Lance Page at Lance.Page@ucop.edu by 5:00 p.m. on Friday October 27, 2017.

All applicants will be notified once the selection process is complete in mid-November 2017.

Questions? Check out the web-site at http://www.ucop.edu/local-human-resources/your-career/take-charge-program.html
TAKE CHARGE: DEVELOPING A CAREER STRATEGY
2017-18 APPLICATION

Name:
Phone:  Email:
Department:

Please provide brief answers to each of the following questions. Your responses will help us understand your goals and expectations for this program. This application is confidential; it will only be shared with individuals involved in the selection process.

1. Why are you interested in participating in the Take Charge: Developing a Career Strategy Program?

2. What would you like to be doing professionally in a year? In three years?

3. What skills would you like to improve in order to enjoy your job more or have a more specific career plan?

4. How will the program contribute to you attaining your professional / career goals?

SUBMIT Application with Signature Page to:
Lance Page lance.page@ucop.edu

THE DEADLINE IS 5:00PM - Friday, October 27th, 2017

All applicants will be notified once the selection process is complete in early November 2017
TAKE CHARGE: DEVELOPING A CAREER STRATEGY
2017-18 APPLICATION

SIGNATURE PAGE

NAME:_____________________________ DEPARTMENT____________________________
POSITION____________________________ PAYROLL TITLE____________________________

This signature page must be signed and included with your application. Please print this page, sign it, and obtain your supervisor’s signature. Include with your application and submit no later than 5:00PM on October 27th, 2017.

If I am selected I agree to:
✓ Participate in all workshops and follow-up meetings as well as complete all homework.
✓ Meet with my supervisor to share the outcome of the program.

Take Charge Session Dates:

The program will launch in December 2017:
1. Wednesday, December 6, 2017, 2-3pm, Manager Only Orientation, Franklin Room 5320
2. Wednesday, January 10, 2018, 2-4pm Singing Your Praises, Franklin Lobby One
3. Tuesday, January 23, 2-3pm, Peer Mentoring, Franklin Lobby One
4. Thursday, February 8, 2-4pm, Managing Up, Franklin Room 5320
5. Wednesday, February 21, 2-3pm, Peer Mentoring, Franklin Lobby One
6. Tuesday, March 6, 2:30-4:30pm, Career Planning and Networking, Franklin Lobby One
7. Thursday, March 13, 2-4pm, Don’t Ask, Don’t Get - Negotiation Skills, Franklin Room 5320
8. Tuesday, March 27, 2-3pm, Peer Mentoring, Franklin Room 5320
9. Tuesday, April 10, 2-4pm, Career Management-Resume Writing, Franklin Room 5320
10. Tuesday, April 24, 2-3pm, Peer Mentoring, Room 5320
11. Tuesday, May 15, 2-4pm, Career Management-Interviewing Skills, Franklin Room 5320
12. Thursday, May 24, 2-4pm, Peer Mentoring and Program Celebration, Franklin Lobby One

I hereby apply to participate in the Take Charge Program.

APPLICANT SIGNATURE

Signature of Applicant: ___________________________ Date: ___________________________

SUPERVISOR SIGNATURE

I support the participation of this individual in the Take Charge: Developing a Career Strategy Program (By signing this application I understand that I am agreeing to allow him/her to attend 6 workshops and 5 follow-up meetings.)

Supervisor’s Name: ___________________________ Date: ___________________________

Supervisor’s Signature: ___________________________ Date: ___________________________