Take Charge: Developing a Career Strategy

WHAT IS THE TAKE CHARGE PROGRAM?

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. The program is sponsored by UCOP Human Resources Learning & Development.

WHAT ARE THE ELEMENTS OF THE PROGRAM?

There are six two-hour content sessions which provide professional development and career strategy tools. The program content is supplemented with self-guided assignments and five peer mentoring sessions facilitated by the program consultants. Professional development topics include: Singing Your Praises-Self Advocacy; Managing Up and Negotiation Skills. Career management topics include: Career Planning and Networking; Effective Resume Writing and Interviewing Tips and Strategies.

WHAT ARE THE INTENDED OUTCOMES OF THE PROGRAM?

Participants will benefit from the program by:
- Increasing their ability to better manage their career development
- Expanding their professional network
- Enhancing their job satisfaction
- Improving their relationship with their manager

HOW MANY PEOPLE WILL BE ACCEPTED INTO THE PROGRAM?

Up to 20 participants will be selected.

HOW WILL PARTICIPANTS BE SELECTED?

Potential participants will complete application that must include the support and signature approval from their supervisor. A selection committee will review the applicants and select the participants.

Criteria for selection include:
- Career, contract, represented employees who have completed the probationary period;
- A “successfully meets expectations” performance rating or above;
- An expressed desire to learn new skills to plan and manage their careers; and
- A commitment to attending all scheduled sessions and completing all homework assignments

WHAT IS THE PROGRAM SCHEDULE?

Applications are due October 27th, 5pm to Lance Page.

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: Self Advocacy, 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 Rom 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
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HOW CAN I LEARN MORE ABOUT THE PROGRAM?

Two brown bag sessions are scheduled to provide prospective participants, and their supervisors more details about the program.

Details are as follows:
Tuesday, September 26, from 12:15 – 12:45 via Zoom
Join from PC, Mac, Linux, iOS or Android: https://UCOP.zoom.us/j/993384342
Or Telephone:
Dial: +1 408 638 0968 (US Toll)
*4 (from a UCOP office phone)
Meeting ID: 993 384 342

Thursday, September 28 from 12:15 – 12:45 via Zoom
Join from PC, Mac, Linux, iOS or Android: https://UCOP.zoom.us/j/132407683
Or Telephone:
Dial: +1 408 638 0968 (US Toll)
*4 (from a UCOP office phone)
Meeting ID: 132 407 683

WHAT INFORMATION WILL BE GIVEN TO THE MANAGERS/SUPERVISORS OF PARTICIPANTS?

Once participants are selected for the program, their managers or supervisors will be invited to participate in a one-hour program overview session that will provide more details about the program as well as tips for assisting in the development of their staff who are participating.
Confidentiality: Discussions between participants and program consultants will be kept confidential.

Former participant: “The program provided networking tools, showed ways to be consistent with the market (resume, promoting oneself, etc.). Most importantly- I left the program having a better concept of self with regards to career development and personal goals.”