

PROFESSIONAL DEVELOPMENT RESOURCES

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Resource	Sponsor	Description	Enrollment Information
Career Development			
SELF-ASSESSMENT			
Assessing Personality Type and your Career with the Myers-Briggs Type Indicator	Career Counseling Library	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 qualities can be beneficial to achieving higher career satisfaction.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Myers Briggs Type Indicator Assessment	SA-Learning and Development <i>(Design, Deliver)</i>	Individuals/teams improve self-awareness, communication, relationship building, and professional development.	http://sa.berkeley.edu/ld/org-consulting
StrengthsQuest Assessment	SA-Learning and Development <i>(Design, Deliver)</i>	Workshops are offered to organizations and teams that utilize the Gallup self-assessment tool to help identify personal talents and strengths for professional development, along with improving team communications and effectiveness.	http://sa.berkeley.edu/ld/org-consulting
Exploring Career Interests with the Strong Interest Inventory	Career Counseling Library	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.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Identifying Your Vital Skills	Career Counseling Library	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.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Understanding Your Work Related Values	Career Counseling Library	Identifying and clarifying your most important values is fundamental in career planning. This workshop will focus on clarifying your personal career values.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning

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GOALS AND ACTIONS			
The Results Curve-Enhancing Work Effectiveness	TOP	In this workshop you will learn techniques for managing time, managing priorities, managing to-do lists, organizing e-mails, electronic documents, papers, and for being invigorated and reenergized in the workplace and elsewhere.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Taking Action and Moving Forward in Your Career	Career Counseling Library	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.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Collaborating in the Workplace	TOP	In this course staff, will learn when and why to collaborate, 3 types of collaboration in the workplace, collaboration success factors, the role leadership plays in collaboration, and ways to improve communication and strengthen collaboration within and across teams and departments.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Participating in Your Own Performance Appraisal	TOP	This workshop will provide tips on how to be an active participant in your own performance appraisal. Learn what to expect during the performance appraisal discussion and how best to prepare for it.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
JOB SEARCH SKILLS			
Job Interviewing	Career Counseling Library	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	UC Learning Center-blu portal

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		like some practice sharpening your interviewing skills.	Web: http://hrweb.berkeley.edu/learning/online-learning
Marketing Yourself for Your Next Job: Cover Letter Writing	Career Counseling Library	This workshop focuses on creating a memorable cover letter. Learn how to make your previous experience stand out.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Marketing Yourself for Your Next Job: Resume Writing	Career Counseling Library	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.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Career Development Workshops	UC Learning Center	The UC Learning Center (within the Blu Portal) offers over 25+ online workshops on career development. Some course topics include: <ul style="list-style-type: none"> ● MBTI ● Interviewing Effectively ● Creating a Plan to Manage Your Career ● Goal Setting ● Build Professional Networks ● Understanding Your Work Related Values ● Web 2.0 Job Search: Using Technology as your Competitive Advantage 	https://blu.is.berkeley.edu/psp/blupd90/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST
Communities of Practice Staff Organizations	Berkeley Staff Organizations	Members of a Community of Practice bring together staff with similar professional interests, and serve as a community to share knowledge and offer professional development. They	http://stafforg.berkeley.edu/organizations/communities-practice

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		develop a shared collective of resources and tools to enhance particular skills.	
BSA Mentorship Program	Berkeley Staff Association	The BSA Mentorship Program is a volunteer program, coordinated by the Career Development Committee (CDC), that pairs experienced campus staff members (mentors) with staff who are looking to develop themselves professionally (mentees). Participants have the opportunity to build connections, explore challenges, and better understand the Berkeley organizational culture.	http://bsa.berkeley.edu/mentorship
SA Fellowship Program	SA-Learning and Development <i>(Deliver)</i>	Entry-mid level career employees demonstrate a working knowledge of how another functional area within Student Affairs operates and gain awareness of their professional capacity.	http://sa.berkeley.edu/ld/sa-fellows
Stay Day: The Student Experience Conference	SA-Learning and Development	Stay Day: The Student Experience Conference is a one day learning event that brings together 400 student service professionals and administrators interested in enhancing the student experience. Conference sessions facilitate discussions of various student experiences and are aimed at improving service through professional development and networking.	http://sa.berkeley.edu/stayday
Health and Wellness/Personal Enrichment			
ERGONOMICS WORKSHOPS AND RESOURCES			
Back Talk: Less Stress on your Back	University Health Services Tang Center	Learn new ways of performing daily activities with less stress to your back. Practice some useful stretching and strengthening exercises.	https://uhs.berkeley.edu/facstaff/ergonomics/classes.shtml

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Computer Health Matters: User Friendly Workstations	University Health Services Tang Center	Learn how to set up a user-friendly workstation and practice stretches to help relieve computer-related aches and pains. This workshop is required to qualify for computer ergonomics matching funds.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Core Essentials For Better Posture	University Health Services Tang Center	Improve your posture through awareness and exercise. Learn about common muscular imbalances and postural patterns. Practice strengthening, stretching, and stability exercises to promote healthy postures and better balance.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Keyboards and Mice: Ergonomic Alternatives	CARE Services for Faculty and Staff	Learn about the ergonomics of keyboards and pointing devices, including safer workstation set-up, postures, and techniques for using them. Find out about the keyboards and pointing devices covered by the Computer Ergonomics Matching Funds Program.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
FINANCIAL WELLNESS			
Financial Preparedness for Disaster	Financial Services	Learn how to protect your family finances by maintaining a cash reserve, having the right types and amounts of insurance, and safeguarding your records.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Investing in Stocks, Bonds and Mutual Funds	Financial Services	This class will provide an overview about investing including the basics of the S&P 500 and Dow Jones Industrial Averages, different types of stocks, fundamentals of mutual funds and bonds and more. Sponsored by Work/Life Program	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Resilience and Renewal	Sponsored by CARE and TOP	This workshop will examine common traits of resilient people, and explore ways to strengthen	UC Learning Center-blu portal

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	UHS Health Services Tang Center	our own resiliency skills. We introduce the concept of managing our energy instead of managing our time as the foundation for healthy practices, high performance, and sustained personal renewal.	Web: http://hrweb.berkeley.edu/learning/online-learning
Health Matters Wellness Program for Faculty and Staff	UHS Health Services Tang Center	Health Matters provides faculty and staff with tools and skills for leading healthy lifestyles and preventing injury and illness and builds a healthy workplace culture that supports healthy lifestyles by making the healthy choice the easy choice. Some of the workshops and resources include: <ul style="list-style-type: none"> • 21 Day Sugar Savvy Challenge • Cook Well Cooking Demonstration Workshops • The Amazing Walk • Maintain Don't Gain 	https://uhs.berkeley.edu/facstaff/healthmatters/
Prepare to Quit: Smoking Cessation Workshop	CARE Services for Faculty and Staff	Get prepared to quit or stop smoking. This workshop will help you learn the steps to creating a successful quit plan, how to access free resources that can help you along the way, and what quit smoking benefits are offered through the UC health plans. Options for nicotine replacement therapy (NRT) will also be discussed.	Health Matters Health Education UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
CARE Services for Faculty and Staff	UHS Health Services Tang Center	CARE Services provides free, confidential problem assessment and referral for UC Berkeley	https://uhs.berkeley.edu/facstaff/care/

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		<p>faculty and staff. It offers assistance with a wide range of issues, including:</p> <ul style="list-style-type: none"> • child and teenager problems • couples and marital issues • work related stress • elder and dependent adult care • depression, anxiety, and other emotional problems • grief and loss • alcohol, drug and other addictions 	
Getting Sleep: Misconceptions, Facts and Stress	CARE Services for Faculty and Staff	The multitude of ways in which sleep helps rejuvenate the body and mind are still not fully understood, but the critical importance of sleep for overall health continues to gain scientific support. In order to get better sleep, it helps to better "get" sleep.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Job Skills			
Visio Fundamentals	CalPact	You will design and manage basic diagrams, workflows, and flowcharts.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
PHOTOSHOP			

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Photoshop Editing for UC Berkeley	CalPact	Photo editing for UC Berkeley: creating light leaks, and color correction to fit the branding suggestions featured in Brand.Berkeley.edu.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Photoshop: Focus on Filters	CalPact	Improve your images by using filters for creativity, color improvement, sharpening, and blurring.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Computer Training	CalPact	CalPact offers computer training to UCB staff to learn new skills, enhance productivity and career mobility on campus.	http://hrweb.berkeley.edu/sites/default/files/attachments/calpact-schedule.pdf
STARS 1 Customer Service Training: The Foundation for Exceptional Customer Service	SA-Learning and Development <i>(Design, Develop, Deliver, Vendor Sourcing)</i>	The Foundation for Exceptional Service is an experiential course which emphasizes the importance of delivering high quality service in every service interaction. This course outlines a standardized approach to customer service through the promotion of a 'best practice' customer service culture that supports the CSS mission.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Communication workshops	UC Learning Center	The UC Learning Center (within the Blu Portal) offers over 25+ online workshops on communication. Some course topics include: <ul style="list-style-type: none"> ● Business Grammar ● Interpersonal and Effective Communication Skills ● Business Writing 	

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		<ul style="list-style-type: none"> • Emotional Intelligence at Work • Crucial Conversations 	
Conflict Resolution and Social Justice			
MULTICULTURAL EDUCATION PROGRAM			
MEP: Looking In/Looking Out: Exploring Workplace Diversity at Cal	MEP-Multicultural Education Program	Through telling stories, participants learn more about themselves and others in their organization. This interactive workshop also provides opportunities to practice communication skills for understanding across difference.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
MEP-First Take, Second Look: Exploring Unconscious Bias	MEP-Multicultural Education Program	This workshop engages participants in discussions regarding our behaviors that might be problematic for others, as well as what to do about situations where we may be on the receiving end of biased behavior.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
MEP-Let's Talk: Engaging in Cross Cultural Communication	MEP-Multicultural Education Program	This workshop engages participants in conversations regarding "what gets in the way" when communicating across difference. This workshop reviews interactive communication theory and U.S. domestic dynamics of Human Diversity. Participants will work with each other in discussing and applying this information in varied situations.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Culture and Conflict Resolution	Staff Ombuds Office	In this class, participants will gain insight into their own personal conflict approach and different ways of addressing conflicts. They will also explore common cultural differences and	http://staffombuds.berkeley.edu/services/training#collaborating

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		identify aspects of their own cultural views. Finally, participants will learn communications skills that will help to constructively handle conflicts that have cultural components.	
Conflict Competency for Teams	Staff Ombuds Office	This class will focus on types of team conflict and how conflict emerges, as well as common barriers to conflict resolution. Participants will learn how to create the right climate that fosters open and honest discussion, how to use constructive communication techniques, and how to express concerns safely and respectfully while developing a method for creating team norms and agreements.	http://staffombuds.berkeley.edu/services/training#collaborating
KEYS Workshop: Dealing with Disputes and Disagreements	Human Resources, TOP	Course participants will learn how to select the appropriate strategy for managing workplace conflict, how to analyze and map workplace conflict, and how to assess different conflict styles, and the skills of effective listening and speaking needed to manage conflict.	http://hrweb.berkeley.edu/sites/default/files/attachments/KEYS-WorkshopDescriptions2-2-16.pdf
Management and Leadership Skills			
Lead Big Manager's Toolkit	SA L&D	"Lead Big" is an online toolkit that provides managers and staff with information and tools to build knowledge and skills in support of a workplace culture that reflects pride, trust, and community. Features include self-assessment, customized learning, articles, videos and podcasts, practical, actionable exercises, and "just-in-time" learning.	http://sa.berkeley.edu/leadbigtoolkit
KEYS WORKSHOP SERIES			

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KEYS Track: Foundations	Human Resources, TOP	Courses are meant to enhance supervisory success and will explore the role of the supervisor and the relationship to the organization. Other classes in the series include: <ul style="list-style-type: none"> ● Principles of Supervision: Setting the Context ● Creating an Inclusive Environment ● Communication Skills: Listening and Feedback ● Leading Change ● Running Effective Meetings ● Building Teams ● Peer Consulting Group 	http://hrweb.berkeley.edu/learning/manager-supervisor/keys/workshop-schedule
KEYS Track: Performance Management at UC Berkeley	Human Resources, TOP	Participants will learn the principles and guidelines for performance management, and the importance of having a common set of core competencies, a common rating scale, and shared language as the foundation for developing strategies on behalf of individuals and the institution. Other classes in the series include: <ul style="list-style-type: none"> ● Communicating Goals and Expectations ● Delegation Skills ● Coaching for Performance and Development ● Conducting Difficult Performance Conversations ● Taking Disciplinary Action ● Peer Consulting Group 	http://hrweb.berkeley.edu/learning/manager-supervisor/keys/workshop-schedule
KEYS Track: Employee & Labor Relations Track	Human Resources, TOP	Participants will learn how to effectively recruit and hire staff based on federal and state	http://hrweb.berkeley.edu/learning/manager-

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		<p>regulations and UC policies to conduct consistent, legal, and fair hiring processes; how to manage represented employees, and other legality issues. Classes in the series include:</p> <ul style="list-style-type: none"> ● Recruiting and Hiring Staff ● Supervising in a Union Environment ● Compensation and Benefits ● ADA/FMLA ● Peer Consulting Group 	supervisor/keys/workshop-schedule
KEYS Track: Risk Management	Human Resources, TOP	<p>Participants will learn how to minimize risk, manage conflict, and create conditions for a safe and healthy workplace. Classes in the series include:</p> <ul style="list-style-type: none"> ● Minimizing Risk ● Dealing with Disputes and Disagreements ● Disability Management: Understanding the Process ● Creating a Safe and Healthy Workplace ● Peer Consulting Group 	http://hrweb.berkeley.edu/learning/manager-supervisor/keys
PROJECT MANAGEMENT WORKSHOPS			
Effective Project Management	TOP	This three-day workshop is an in-depth look at the fundamental principles associated with project success and good project management.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Project Management Made Simple	TOP	In this one-day introductory skills workshop, participants experience defining, planning, and executing a successful project.	UC Learning Center-blu portal

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			Web: http://hrweb.berkeley.edu/learning/online-learning
Effective Portfolio Management	Advancement Training at Berkeley	This class is an overview of management moves at Cal and provides guidance on why and when to enter contact reports; update proposal information; and add and remove prospects from your portfolio. We'll review how to communicate your plans and outcomes with your colleagues and identify key reports that you can use to keep abreast of activity with shared prospects.	UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning
Leadership Development	SA-Learning and Development <i>(Design, Develop, Deliver, Vendor Sourcing)</i>	The LEA, a leadership assessment program, which assists managers in identifying leadership competencies--both strengths and areas to improve.	L&D Website: http://sa.berkeley.edu/ld/leadership-assessment
Front Line Leadership	SA-Learning and Development <i>(Design, Develop, Deliver)</i>	Front Line Leadership (FLL) program provides newly hired and promoted front line managers and supervisors with a consistent and shared onboarding experience. It is designed to help them understand what SA's culture of Pride, Trust and Community means, and the expectations it creates regarding how they supervise and engage their employees.	L&D Website: http://sa.berkeley.edu/ld/onboarding
Senior Leader Onboarding Program	SA-Learning and Development <i>(Deliver, Vendor Sourcing)</i>	The Senior Leader Onboarding Program assists senior leaders in learning about UC Berkeley culture, their departmental operations, and the role of a leader in the division.	L&D Website: http://sa.berkeley.edu/ld/onboarding/sr-leadership
Talent Management	SA-Learning and Development	Employees understand what knowledge, skills, personal characteristics, and experience are	L&D Website: http://sa.berkeley.edu/ld

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	<i>(Design, Develop, Deliver, Vendor Sourcing)</i>	required to progress careers laterally or through promotions.	
Change Management Training	SA-Learning and Development <i>(Deliver, Vendor Sourcing)</i>	A workshop is available to organizations and teams that provides a model and understanding of how change impacts people, plus a couple of tools to help individuals identify where they are in the change process and how to help themselves navigate change successfully.	L&D Website: http://sa.berkeley.edu/ld/org-consulting
Existing or Incoming Manager Development	SA-Learning and Development <i>(Design, Develop, Deliver, Vendor Sourcing)</i>	Managers improve knowledge of workplace fundamentals, risk management, employee engagement, employee relations, and team dynamics.	L&D Website: http://sa.berkeley.edu/ld
Haas Insights Video Series	Haas School of Business	The video website provides students, staff and alumni an ever-expanding gallery of business insights from the school's faculty and path-bending business executives.	http://insights.haasalumni.org/category/leadership/
Dean's Speaker Series	Haas School of Business	The series brings to Haas distinguished individuals who are leaders of business and other organizations. All events are free and open to all members of the Haas community. Recordings of past talks can be found on the Dean's Speaker Series website.	http://www.haas.berkeley.edu/haas/about/deansspeakers.html
Collaborating Effectively in the Workplace	Staff Ombuds	In this course staff will learn about characteristics of collaboration, when and why to collaborate, collaboration success factors, the role leadership plays in collaboration, and ways to improve communication and strengthen collaborative behaviors within and across teams and departments.	http://staffombuds.berkeley.edu/services/training#collaborating

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Organizational Effectiveness	UC Learning Center	<p>The UC Learning Center (within the Blu Portal) offers over 60+ online workshops on organizational effectiveness which covers Analytical Thinking, Change Management, Project Management, Strategic Planning and Work Process Analysis. Some courses within these subcategories include:</p> <ul style="list-style-type: none"> ● Critical Thinking Skills for Managing ● Managing the Change Process ● Managing Projects with No Direct Authority ● How Great Leaders Inspire Action ● How to Turn Data into Information 	
Social Networking and Communication			
Social Networking	Career Counseling Library	<p>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.</p>	<p>UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning</p>
LINKEDIN COURSES			
LinkedIn	CalPact	<p>Learn how to build your personal and professional presence on the No. 1 business networking site. Experts say LinkedIn is replacing the resume. It is also a thriving marketplace to find consultants and share ideas. This half-day course will cover creating a profile, enhancing it, searching for and connecting with people, groups</p>	<p>UC Learning Center-blu portal Web: http://hrweb.berkeley.edu/learning/online-learning</p>

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		and companies, creating informative updates and more.	
Rock Your LinkedIn Profile	SA-Learning and Development <i>(Deliver)</i>		
CONNECT Networking Series for Student Service Professionals	SA-Learning and Development <i>(Deliver)</i>	Student Services staff practice networking with student services colleagues across campus and learn about other opportunities to collaborate, connect, and share information with staff on Campus	L&D Website: http://sa.berkeley.edu/ld
Teambuilding			
Promises, Promises Teambuilding Training	SA-Learning and Development <i>(Deliver)</i>	Participants will learn to move from a 'me' mentality to a 'we' perspective. Operate with more ease and efficiency by fostering an environment of trust and discover mutually beneficial results by fostering an environment of trust.	L&D Website: http://sa.berkeley.edu/ld/org-consulting
Retreat Planning	SA-Learning and Development <i>(Design, Develop, Deliver, Vendor Sourcing)</i>	Learning and Development can work with your department to plan a retreat that best suits the needs of your team.	L&D Website: http://sa.berkeley.edu/ld
Mission, Vision, Values Development	SA-Learning and Development <i>(Design, Develop, Deliver, Vendor Sourcing)</i>	Each department is different. This exercise is to help teams realize how their department's unique Mission, Vision and Values fits in with the campus-wide vision.	L&D Website: http://sa.berkeley.edu/ld
New Employee Resources			

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Go Forth, Go Bears New Employee Onboarding Series	SA-Learning and Development <i>(Deliver, Vendor Sourcing)</i>	New employees meet leadership, network with new employees, and learn about the culture and future of Cal.	L&D Website: http://sa.berkeley.edu/ld/onboarding/new-employee
New Employee Quick Start Guide	SA-Learning and Development <i>(Deliver)</i>	These guides will give employees a quick overview of UC Berkeley's vision for student affairs, as it applies to their particular department.	L&D Website: http://sa.berkeley.edu/ld/onboarding (Under Onboarding Resources)
New Employee Orientation	Dean of Students	The DOS manual exists to provide hiring managers with guidance to ensure a smooth transition for the new employees. The guidelines are geared towards hiring professional staff and creating an atmosphere amongst staff that is collaborative and welcoming to new employees. There is also a quarterly meeting that occurs to welcome new staff to Berkeley and DOS.	

Berkeley Community College Courses:

Type of Course	Course Name	Units	Estimated Cost (California Community College Enrollment fee = \$46/unit)
Business	BUS 1A: Financial Accounting	4	184
Business	BUS 1B: Managerial Accounting	4	184

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	BUS 2: Introduction to Business Law	3	138
	BUS 5: Human Relations in Business	3	138
	BUS 10: Introduction to Business	3	138
	BUS 56: Human Resource Management	3	138
	BUS 20: General Accounting	3	138
	BUS 19: Business Communications	3	138
	BUS 70: Introduction to Marketing	3	138
	BUS 77: Integrated Marketing Communications	3	138
Communications	COMM 5: Persuasion & Critical Thinking	3	138
	COMM 20: Interpersonal Communication Skills	3	138
	COMM 45: Public Speaking	3	138
	COMM 3: Introduction to Human Communication	3	138
	COMM 6: Intercultural Communication	3	138
	COMM 19: Survey of Mass Media	3	138

Reference: http://www.berkeleycitycollege.edu/bccdocs/BerkeleyCityCollege_2015_17Catalog.pdf