

Program Timeline & Application Process

What is Take Charge?

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. The goals of the program are to assist employees to think strategically about their career development; to develop, clarify, and/or reflect on career goals; and to develop key interpersonal and networking skills that are necessary for career mobility.

Who is eligible?

This program is focused on employees who are interested in learning how best to position themselves for career growth. Examples of past participants are:

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| ✓ Accounting Assistants | ✓ Customer Service Representatives |
| ✓ Administrative Assistants | ✓ Executive Assistants |
| ✓ Administrative Officers | ✓ HR Assistants |
| ✓ Budget Coordinators | ✓ Policy Analysts |

What are the elements of the program?

There are six two-hour instructor-led 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/instructors. 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.

When and how can I apply?

1. **Applications Available**, September 19, <http://www.ucop.edu/local-human-resources/your-career/take-charge-program.html>
2. **Brown Bag Information Session**, (*via Zoom*) Tuesday, September 26, 12:15-12:45pm
3. **Brown Bag Information Session**, (*via Zoom*) Thursday, September 28, 12:15-12:45pm
4. **Application Due Date**, October 27, 5pm, to Lance Page (lance.page@ucop.edu)
5. **Participant Notification**, November 6-10, via email

When are the program dates, times and locations?

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

For more information please contact Lance Page (lance.page@ucop.edu) or visit the Learning and Development website at <http://www.ucop.edu/local-human-resources/your-career/take-charge-program.html>