

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 and entry level 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?

- 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;
- TOPS employees with a contract for 10 months or more and will be at UCOP through program completion (Note: priority given to career employees);
- 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 December 13, 2019, 5pm to Annie Prozan, annie.prozan@ucop.edu. The program will launch January, 2020:

1. January 30, 2020, 2-3pm, **Manager Only Orientation**,
2. February 4, 2020, 10 am-12 pm **Singing Your Praises: Self Advocacy**
3. February 18, 2020, 11 am-12 pm **Peer Mentoring**
4. March 10, 2020, 10 am-12 pm, **Managing Up**
5. March 24, 2020, 11 am-12 pm, **Peer Mentoring**
6. April 14, 2020, 10 am-12 pm, **Don’t Ask, Don’t Get- Negotiation Skills**,
7. April 28, 2020, 11 am-12 pm, **Peer Mentoring**
8. May 5, 2020, 10 am-12 pm, **Career Planning and Networking**
9. May 19, 2020, 10 am-12 pm, **Career Management- Resume Writing**
10. June 3, 2020, 10 am-12 pm, **Career Management- Interviewing Skills**
11. June 10, 2020 11am- 12pm, **Peer Mentoring**
12. June 16, 2020, 10 am – 12 pm, **Peer Mentoring and Program Celebration**

HOW CAN I LEARN MORE ABOUT THE PROGRAM?

Please go to the [Take Charge webpage](#) on the UCOP site. We are also holding three informational sessions to provide prospective participants, and their supervisors, details about the program will be held on November 8th and 20th, and December 9th. Zoom will be available. Please register on The Learning Center.

WHAT INFORMATION WILL BE GIVEN TO SUPERVISORS?

Supervisors of participants will attend an overview of the program that will provide more details and tips to support their employee during and after the program. Please note: 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 goal.”*

