

Berkeley's Career and Professional Development E-Brochure for all University Relations Employees



You are in control of your continuous learning and development at Berkeley!

University Relations (UREL) employees want easily accessible information about professional and career development opportunities within UREL and on campus.

You can control your own learning and development: by using this E-brochure to plan ahead, actively communicating with your supervisor, and researching ways to create a cost-effective, professional development plan for yourself in FY 2013-14.

As a Berkeley employee, you expect your supervisor to take a more active, interested role in your career & professional development...



Enlist Your Supervisor's Support for Your Career & Professional Development Plan

Your supervisor is the critical link to your professional development: together, you can collaborate on seeking out challenging, “stretch” projects into your annual performance review. Your supervisor can help you by providing valuable, constructive feedback to help you plan professional development throughout the year. There are UREL funds available for professional development. If you have any questions about funding, information or need coaching in developing a professional development plan with your supervisor, please feel free to contact either member of the UREL-HR team: Chris Vernon, PHR (cvernon@berkeley.edu) and Jazmine Corbin (jcorbin@berkeley.edu). You may also visit the UC Learning Center on BLU, and the UREL HR Intranet located on EUREKA website.

“On-the-Job Development”

“On-the-job” development experiences include: volunteering to serve on campus work groups, cross-functional project teams, being a member of an Equity, Inclusion and Diversity working group, or serving as an EID project leader. By adding “on-the-job” projects into your annual goals and professional development plans, you can widen your network of campus professionals and learn about opportunities in other units within Berkeley.



You can attend training classes while at work!

Policy Guidelines

UC's Personnel Policy for Staff Members (PPSM) No. 50:

PROFESSIONAL DEVELOPMENT

A. General

There is no limit on the amount of training or development time per calendar year, which may be designated as job-required by the department head.

B. Professional Development Leave

Non-probationary career employees are eligible for up to 80 hours (non-exempt) or 10 work days (exempt) release time (pro-rated based on appointment) per calendar year for professional development, which should be career-ladder related. Requests for exceptions to this limit shall be directed in writing by the department head to the control unit head. The control unit head shall respond in writing. Unused time may not be accumulated or carried over from calendar year to calendar year.


Free Tuition at UC Berkeley Extension

Sponsored Tuition UCB Extension (2013): Career employees can take up to three UC Extension classes per fiscal year from an approved list:

<http://hrweb.berkeley.edu/news/free-extension-courses>

Free, on-line classes, books research materials, job aids

You can find information on 800+ interactive courses; and over 1,800 books available 24 hours a day, 7 days a week at the UC Berkeley Learning Center:

- [UCB Learning Center](#)  (External link)
- E-LEARN - <https://blu.berkeley.edu> and click on the e-Learn icon



LEADERSHIP TRAINING

KEYS - Supervisory Training Program: Target Audience: UC Berkeley supervisors, managers and directors; classes held throughout the year

Program Highlights:

- Presenters on campus culture, hiring, leadership styles, building effective communication skills, dealing with disagreements, diversity, performance management, collective bargaining, HR policies, promoting a healthy work environment, etc.
- Resources and job aids to increase supervisory skills and improve performance
- Small group practice and discussion.
- Certificate of Completion awarded to participants who complete all sessions.

How to enroll: Easy process through Interactive Course Enrollment (ICE) system. For additional information, contact Human Resources, Career Development: training@berkeley.edu or 642-8134. No fee.

Annual Leadership Programs

UC Business Officer Institute (BOI) Annual; alternates between Northern & Southern California

Target Audience: Individuals who have broad decision-making and or/supervisory responsibility for the administrative functions of either an academic or administrative department, or have responsibility for key areas of Budget, Finance, Internal Controls, Human Resources, Information Technology and/or Sponsored Projects.

Program Highlights:

- BOI main themes are UC Leadership and Stewardship, Accountability, Ethical Decision Making, Fiduciary Responsibility and Internal Controls
- Topics Covered are Budget Planning, Financial Management, Tax Issues, Fraud, Employee Relations, Liability Claims, Risk Management, IT, Ethics
- Faculty includes senior managers from UCOP, campuses and medical centers; UC faculty and consultants.

How to apply/nomination process: Nominations are accepted by contacting Cynthia Barnes-Slater, cbslater@berkeley.edu : name, title, and department, nominator's name/email address. Visit the BOI website: www.ucop.edu/ucophome/businit/boi/.

Management Skills Assessment Program – held each May, at Asilomar

Target Audience: High-potential individuals with one to five years of experience supervising or managing people or projects, and with one to five years in current job

Program Highlights:

- 54 participants from Northern CA campuses and Office of the President
- Residential program at Asilomar Conference Center (Pacific Grove, CA. / Monterey County)
- Simulated UC management scenarios
- Objective behavioral feedback training
- Assessment of management skill dimensions by UC managers and peers
- UC managers volunteer as assessors

How to apply: Applications can be downloaded at

<http://msap.ucdavis.edu/applications.htm> **Cost:** (shared between UCOP and UCB) \$850 fee which includes tuition and room & board, plus transportation.

Financial Management Certificate Program

Target Audience: Current business officers and staff who hope to become business officers in the next few years are eligible. Admission to the program requires a commitment to complete the full program within 12-18 months after being admitted.

Program Highlights:

- Comprehensive training program that emphasizes ethical management, business practices and sound judgment by fostering quality risk assessment skills, and development of effective internal controls
- Six core and three elective classroom courses
- A series of online courses
- Each course offered 2-3 times per year

How to apply - application can be found at:

<http://financialmanagementtraining.berkeley.edu>. Submit applications through supervisor and Unit/Department manager to Loraine Binion, lbinion@berkeley.edu, by the beginning of January or August. Notification of acceptance: no later than the end of January or beginning of September.

Orientation sessions and classes begin in February or September. For more information, please email fmcp@berkeley.edu. **Cost:** Fully paid by the Controller's Office.




ADDITIONAL PROFESSIONAL DEVELOPMENT RESOURCES

- **Help with Career Planning :**
<http://careercompass.berkeley.edu/careerdev> *
- [Cal Pact](#)  (HR website)
- **The Foundation Center:** <http://foundationcenter.org/>
- **Media Alliance:** <http://www.media-alliance.org>
- **Advancement Training Curriculum:** <http://eureka.berkeley.edu>
- **Association of Fundraising Professionals - Web Conferences:**
http://www.afpnet.org/education_and_career_development
- **International Association of Business Communicators:**
<http://www.iabc.com>



Career Counseling:

You can get **FREE** expert help and counseling on campus to plan and develop your career! Through a partnership with Counseling and Psychological Services and Human Resources, the Learning and Organizational Development unit funds free staff career development workshops, as well as individual career counseling and online resources. [Career Counseling Program for Staff](#)  (External link)

Meeting confidentially with a career counselor can be helpful in clarifying career questions and preparing to plan sound, attainable career goals. To learn more, visit <http://uhs.berkeley.edu/FacStaff/careercounseling.shtml>.

Career Development Workshops:

Workshops address topics across all segments of career development and career management. For information about specific workshops, visit <http://hrweb.berkeley.edu/learning/career-development/workshops> .

Pre-registration is required. Register through the UC Learning Center:

1. Go to <https://blu.berkeley.edu>
2. Sign in using your Calnet ID
3. Select “UCB Learning Center” in the “Self Service” section
4. Search for the appropriate workshop by the class code (e.g., BECAR###) to find the course you want to enroll in

Online Career Development Guide

<http://hrweb.berkeley.edu/learning/career-development>



"ON-DEMAND" CAREER DEVELOPMENT RESOURCES

No time to take a class? Try Career Development Podcasts!

Six new podcasts have been launched, delivering content to your computer in concise video segments:

- **Introduction to the Online Career Development Guide**
- **Self-Assessment: What Makes You Valuable & Satisfied on the Job?**
- **Career Awareness: Identifying Your Contributions within the World of Work**
- **Goal Setting: Giving Energy and Direction to Your Career Development**
- **Skill Development: Building Your Skill Set for Today and the Future**
- **Career Management: Directing Your Future with Clarity, Confidence & Effective Communication**

<http://hrweb.berkeley.edu/learning/career-development/video-podcasts>

Remember, your career and professional development is in YOUR hands!

