

## Resume Rescue

October 25, 2018

Is your resume outdated, confusing, too wordy, lacking relevant accomplishment statements, or simply a reformatted version of your job description? Don't worry, this online workshop is here to help you make improvements. Learn how to rescue your resume so that it captures the attention of hiring managers, powerfully presents your relevant skills and abilities, and gets you the interview.

Instructor: Andrea Weiss

Webinar: : <https://zoom.us/j/439807305>



## Transferable Talent: Thinking Outside the Box

December 5, 2018

Have you ever wondered if you could succeed in another role, department, or even another organization? Understanding how your transferable skills can be applied to another role is essential for today's savvy professionals. In this upbeat workshop, you will define transferable skills and acquire strategies for assessing them. This is your opportunity to think outside the box about your transferable talent.

Instructor: Lisa Montanaro

Webinar: <https://zoom.us/j/439807305>

Heitman Staff Learning Center, Hamilton



## STAR Interview Techniques

January 24, 2019

"Tell me about yourself," is often the first of many interview questions. Have you ever struggled with answering this question or others in an interview? Are you unsure about how to share your accomplishments? The STAR interview technique (STAR stands for Situation, Task, Action, and Result) can help you provide concrete examples of your experience and skills for the job. In this workshop, discover the best ways to use the STAR technique to prepare for a successful interview.

Instructor: Judy Isaman

Webinar: <https://zoom.us/j/439807305>

Student Community Center, Room D



## Introverts at the Office

February 7, 2019

Workplaces often value the gregarious, outgoing extrovert, while sometimes discounting the exceptional qualities of the quiet, thoughtful introvert. Research shows that our society and our workplaces function best with a healthy mix of both temperaments. This online workshop will explore how introverts live and function more effectively in a world that can at times seem overstimulating. If you're an introvert, in this workshop you'll learn to harness your strengths, instead of forcing yourself to fit into an extrovert mold. If you're an extrovert, you'll learn to value and draw upon the power of introverts' thoughtful, quiet nature.

Instructor: Angela Lindley

Webinar: <https://zoom.us/j/439807305>



## Informational Interviewing to Explore Careers

March 28, 2019

Whether you're exploring careers or conducting a job search, informational interviewing can build your network and uncover fields of interest. Many people find that informational interviewing is a great way to learn about a profession, organization, or industry. This online workshop will provide tips for identifying people with whom you would like to connect, strategies for initiating interviews, ways to prepare for productive conversations, and suggestions for follow-up. With curiosity as your guide, explore career options through informational interviewing.

Instructor: Joanna Siebert

Webinar: <https://zoom.us/j/439807305>



## Communicating to be Heard and Get What You Want

April 24, 2019

Do you ever feel as though your requests go nowhere, complaints are ignored, and ideas are disregarded? Communication breakdowns like these can cause stress, conflict, and burnout in the workplace, and can often be repaired with just a few simple changes. In this workshop, you will discuss strategies and techniques to reduce conflict, strengthen your message, cultivate positive relationships in the workplace, and ultimately move closer to reaching your career goals.

Instructor: Dana Hinojosa

Webinar: <https://zoom.us/j/439807305>

Heitman Staff Learning Center, Hamilton



## Escape Career Burnout and Know Your Stressors

May 15, 2019

Stressors are not all equal; a stressor for you may be a catalyst for another. Attend this online workshop to increase your professional and personal wellbeing by exploring what stress behaviors are positive versus negative. You will discover what is happening in your physiology when there is stress, explore tips and skills to reduce or eliminate negative stressors, and consider how to use your life and work events to reduce the impact of stress and escape career burnout.

Instructor: Dawn Karner

Webinar: <https://zoom.us/j/439807305>



## Career Enhancement through Mindfulness

June 11, 2019

Have you ever wondered how you could give your career a kick-start? Look no further. In this workshop, you will explore how mindfulness can enhance your career. You will explore how to create more awareness around what is important to you, hone your present-based mindset, and learn to make decisions that have greater impact on your career trajectory. Be prepared for introspective fun through mindfulness.

Instructor: Tracy Preciado

Heitman Staff Learning Center, Hamilton



All Programs 12:00 – 1:00 pm

No pre-enrollment required

No fee—just join in!

Contact us at: [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu)

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