



"Bringing Out the Best in People"

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Instructor: UCLA, UC Davis and UC Irvine Extensions

Menu of Courses

Career Development

Career Tune-Up for Uncertain Times

Securing your job and getting promoted require a current resume and a marketing plan for an increasingly competitive workplace. This workshop focuses on assessing your best work skills, aligning them with organizational and market realities and creating an action plan for career progression. Participants learn to shape their present job in the context of changing life goals and market forces; evaluate their assets and liabilities and focus on improving their strengths; protect their job in a down market and position themselves for the next career move; market and brand themselves and receive support from their manager, instructor and peers in implementing their career action plan.

Course Outcomes:

- Assess your core interests, reward motivators and skills
- Identify the best matches for your career path
- Market and brand yourself
- Create and implement an action plan for career progression

Manage Yourself, Maximize Success and Work-Life Balance

How do you manage in the changing workplace to remain engaged and productive during a professional life that may span more than 50 years? This course focuses on establishing sustainable work-life goals, aligning your main priorities with your daily activities and minimizing gaps between commitments and convictions. You become aware of your abilities and values, how to maximize your resources and decide which goals to strive for and at the same times achieve work-life balance.

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"Bringing Out the Best in People"

Course Outcomes:

- Figure out what really matters to you - Your "Big Five for Life" priorities
- Analyze your success patterns and focus on your strengths
- Match commitments to convictions
- Achieve enduring success and work-life harmony

Corporate Savvy and Navigating Organizational Politics

Want to learn how to get promoted and succeed in a world where knowledge and hard work aren't enough? This course provides you with an understanding of workplace politics and strategies to excel in it. Topics include political savvy styles, intuition, and compass; organizational climate and dealing positively with office politics; managing up, down, and sideways; and group dynamics, facilitation skills, meeting management, and business etiquette. Instruction is experiential and involves extensive group process, case studies, and applications of real life learning.

Course Outcomes:

- Manage your boss and navigate organizational politics
- Facilitate groups and manage meetings and make influential impressions and connections
- Master the art of conversational politics and positive political steering
- Increase your chances of success and maintain a clear sense of direction in an ever-changing business world

Strategic Career Design

Charting a career to lead the lifestyle you want requires a strategy. This course provides a conceptual framework and tools based on extensive scientific research and employed by top business schools and corporations. Participants assess core interests, reward motivators, leadership tendencies, strengths, and weaknesses; identify best work skills, compatible careers, and organizational cultures and align them with organizational realities; set goals; manage transitions; and create a road map for career progression.

Course Outcomes:

- Design a career that fits your interests, values, skills and work-style preferences
- Shape your present job in the context of career and life goals and changing market forces
- Know your assets and liabilities and focus on improving your strengths
- Market and brand yourself
- Create and implement short-and long-term plans for career advancement

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