



**"Bringing Out the Best in People"**

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**Instructor: UCLA, UC Davis and UCI Extensions**

**Professional Development**

**Course Menu**

**Career Your Passion (Strategic Career Design and Career Tune-Up)**

Charting and managing your career are essential life skills and require planning. This course provides a conceptual framework and tools based on extensive scientific research and employed by top universities and organizations. Participants assess core interests and reward motivators. They identify leadership tendencies, strengths and weaknesses, best work skills and compatible careers. They recognize organizational cultures and align them with market realities; set goals, manage transitions and create a roadmap for career progression.

**Course Outcomes:**

- Career your passion to fit your interests, values, skills and work-style preferences
- Shape your present job to fit career and life goals and changing market forces
- Know your assets and liabilities and focus on improving your strengths
- Market and brand yourself, update your resume and prepare for job interviews
- Create and implement short- and long-term plans for career advancement

**Manage Yourself, Maximize Success and Career/Life Fit**

How do you remain engaged and productive in the changing workplace 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, learn to maximize your resources and decide which goals to strive for while achieving work-life balance.

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## "Bringing Out the Best in People"

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### 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

### Navigating Organizational Politics (Organizational Savvy and Leadership Behind-the-Scene)

Learn how to get things done and excel in a world where best intentions and hard work aren't always enough. This workshop provides you with an understanding of organizational politics and positive political strategies to manage challenging situations, bosses and co-workers. Topics include political styles, environments, intuition and compass; personal and organizational power, uncovering hidden agendas, and dealing positively and ethically with office politics. Instruction is interactive and participant-focused, involving extensive group projects, case studies and applications of learning in real time.

### Course Outcomes:

- Learn to read the big picture, identify political challenges, styles and environments, and map your strategies for success
- Develop personal and organizational power, and acquire "positive-politics" tools to get things done
- Master the art of conversational steering and avoid ineffective conversation patterns
- Uncover hidden agendas and keys for advancement, and make influential connections and impressions

### Time Management for Busy Professionals

Time is our most valuable resource. We may not be able to alter it, but we can manage ourselves in relation to time. Time management is a skill that requires practice. This course provides tips on planning, prioritizing, using technology effectively, delegating responsibilities when appropriate and handling interruptions. Learn how to consciously organize your time relative to your commitments both at work and at home, resulting in greater effectiveness in both areas.

### Course Outcomes:

- Redefine time management
- Plan and prioritize your time effectively
- Deal with the unexpected and interruptions
- Increase productivity and work-life balance

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