

Welcome to

BGA Career Development & Coaching Course

Session One - Fall 2024



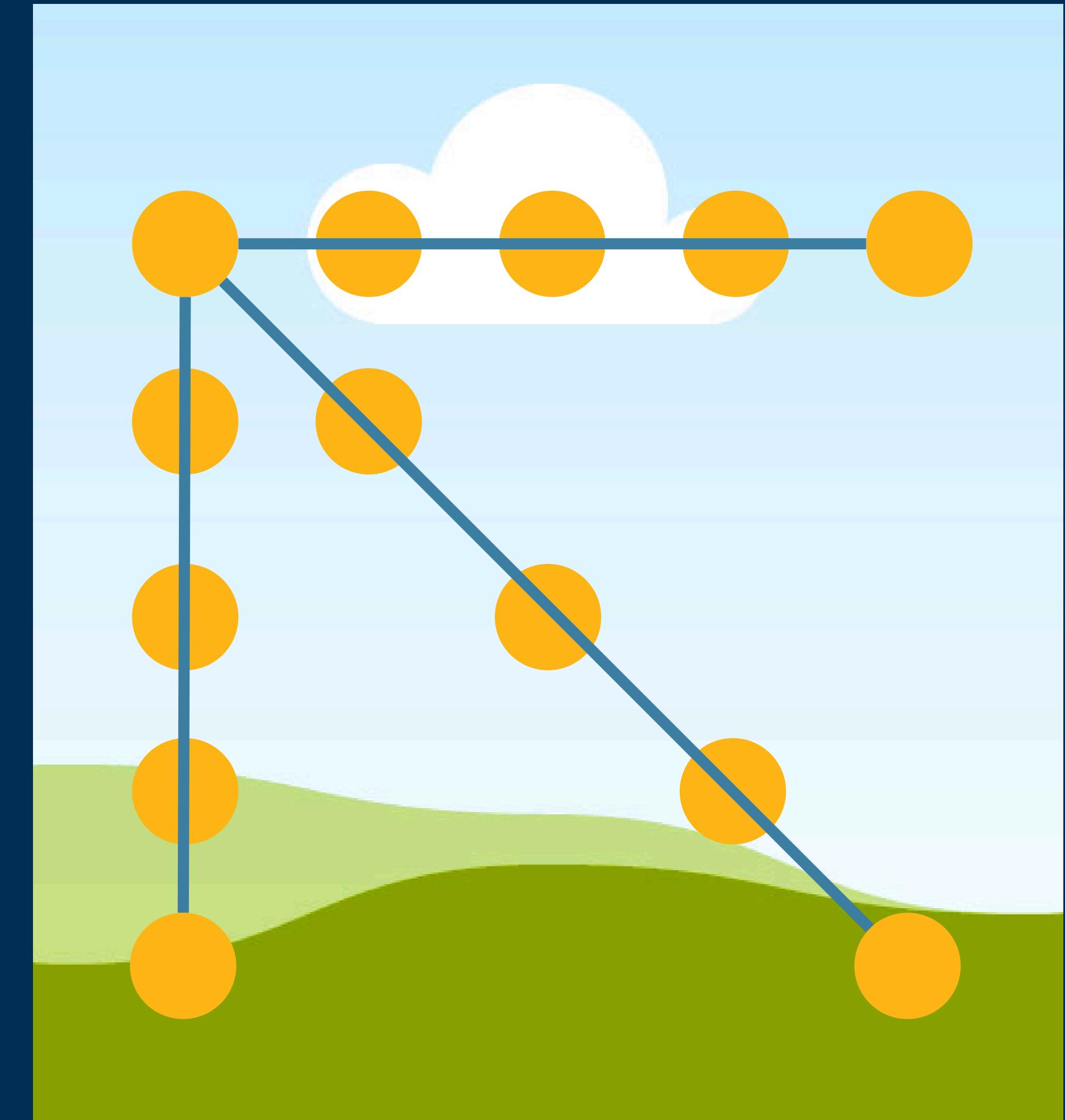
©UC Berkeley BGA
Lead Instructor: Jennifer Davis, MA

BINGO!

**Goal is to get 5 across, down
or diagonal
(or go for Black Out!)**

RULES

- Introduce yourself first
- You cannot have the same person sign twice or just hand them your card





Jennifer Davis, MA
**BGA Instructor &
Coach**





TEDx

Important Info

Class Location:
Banatao Auditorium
Sutrardja Dai Hall

Class Dates:

Wednesdays

10:00am-12:00pm

**9/4, 10/9, 10/16, 10/23
10/30, 11/6, 11/13, 11/20**

 **BMAIL**
jenniferdavis@berkeley.edu

Connect with Me
linkedin.com/in/jennifergregorydavis



Important Info

ATTENDANCE Entry or Exit Cards

- Name
- Date
- Question(s)

Class Dates

9/4, 10/9, 10/16, 10/23
10/30, 11/6, 11/13, 11/20

GRADING

- P/NP and it will not affect your overall GPA.

TRANSCRIPT

- This is an Extension course and will show up in the same transcript as your other courses at the end of the semester.

CAN YOU FIND THE COURSE ON CALCENTRAL?

- No, because it is an Extension course. You will find this course in your Canvas account. If you do not see this in your Canvas yet, email me or bga@berkeley.edu.

CLASSES WILL NOT BE RECORDED, YOU MUST BE PRESENT

UNITS | COURSE CREDITS

This is a 1-unit course that applies to your 12-unit minimum course requirement.

F1, OPT or I-20 Visa Info

Please contact bga@berkeley.edu OR the International Services team at extension-intl@berkeley.edu

Our Journey This Semester



Welcome & Overview



Assessments,
Career &
Academic Clarity

Resume & CVs
Summary
Statements



Informational
Interviewing &
Networking

Create a Polished
LinkedIn Profile



Cover Letters,
SOPs, Personal &
Diversity
Statements



Acing the
Interview &
Negotiation



Navigating Your
Career



*One:One Coaching Sessions –
get customized support!*

SAMPLE

Course Name: Thriving at Haas & Beyond

Course Number: BUS ADM 19.7

Course Dates & Times: Tuesdays 1:30am-1:30pm - 9/7, 9/21, 10/12, 10/26, 11/2 & 11/16

Location: Haas School of Business, Weill Hall C135

Instructor: Jennifer Davis, MA | Email: jenniferdavis@berkeley.edu | Phone: 925-577-5289 (Cell)

Zoom: <https://berkeley.zoom.us/my/berkeleycoach>

Office Hours: By appointment (please email)

COURSE DESCRIPTION

The objective of this course is to help students explore and develop the tools and assets they need to intentionally choose their career or educational direction. It will prepare students to market their strengths and skills as well as translate their study abroad experience into terminology that has value to future employers or graduate/professional schools. The course incorporates self-awareness, career exploration, and self-marketing techniques that foster effective career decision making, development of job search skills and overall post-graduate success.

LEARNING OBJECTIVES

Upon completion of this course students will possess skillsets in the following areas that are transferrable to the workforce and/or post-graduate aspirations:

1. **Understand Career Development Process** – Students will gain an understanding of the lifelong career development process. Students will identify where they are in their own personal career development process and become aware of the steps and tools necessary to help them make their career goals a reality.
2. **Conduct Self-Assessment** – Students will identify personal interests, values, skills, and personality characteristics that will assist them with professional discernment and professional development throughout their lives. Students will also participate in individual coaching sessions to assist with this process.
3. **Understand Career Exploration Resources** – Students will explore possible career pathways through the collection and analysis of occupational information. Media used for data collection will include written material, Internet sites, and informational interviewing and/or observation.
4. **Learn Job Search Strategies** – Students will become aware of and learn how to utilize various job search methods, as well steps in the job application process. Students will learn job search strategies, draft a professional resumé and cover letter, and participate in a mock interview.
5. **Understand Graduate School Preparation** – Students will become familiar with the graduate school admissions process and criteria used by admissions committees to accept or deny applicants. Students who are interested in pursuing graduate school will explore various graduate programs, draft a personal statement, and engage in personal communication with a program coordinator of a graduate program of interest. |

Undergraduate Student Survey



BE
YOU

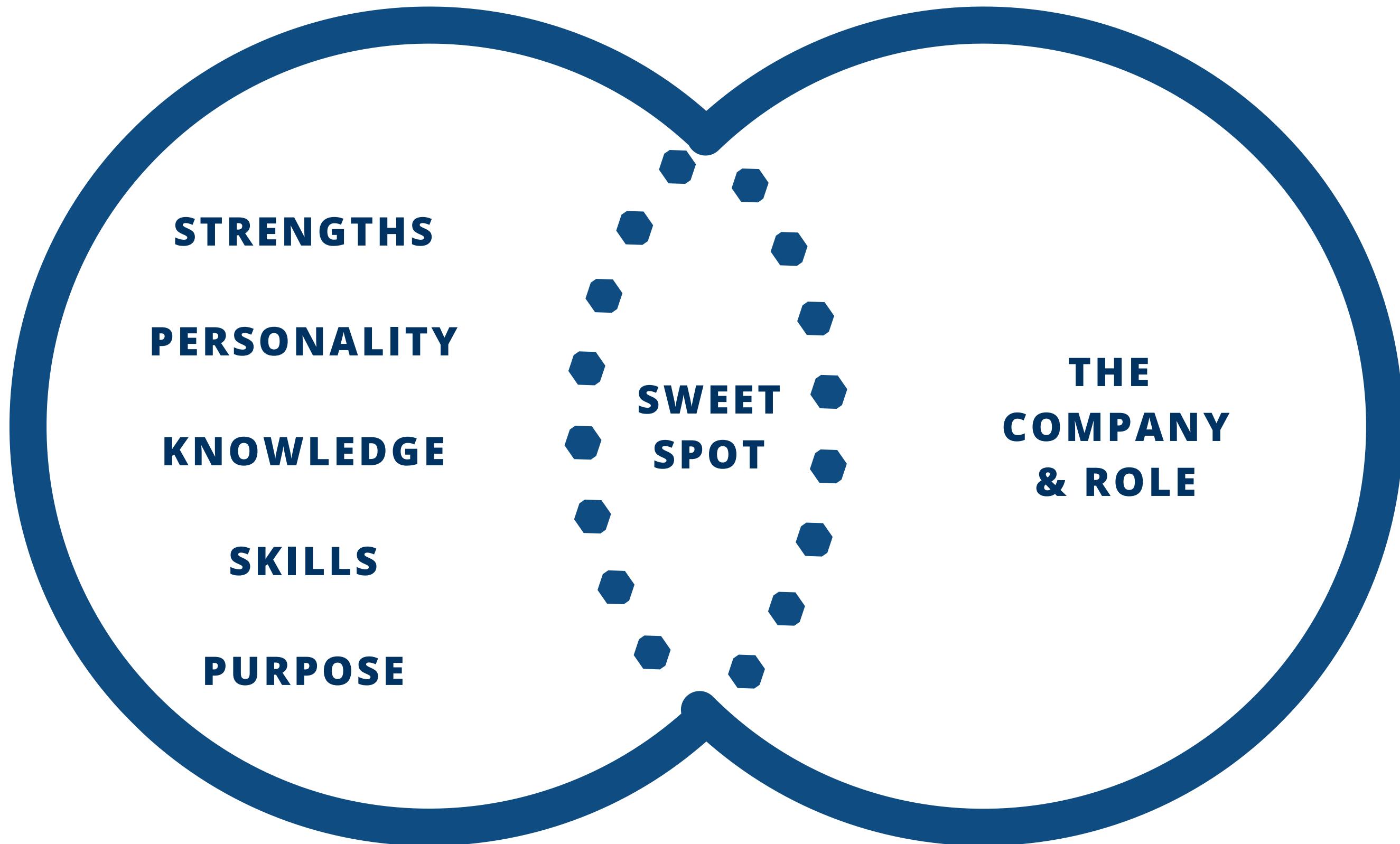
Be your unique self;
then learn how to communicate who you are and what you do.

Self-Clarity

College is a time to discover
who you are
&
what you are meant to do with who you are.

Story of Your Name

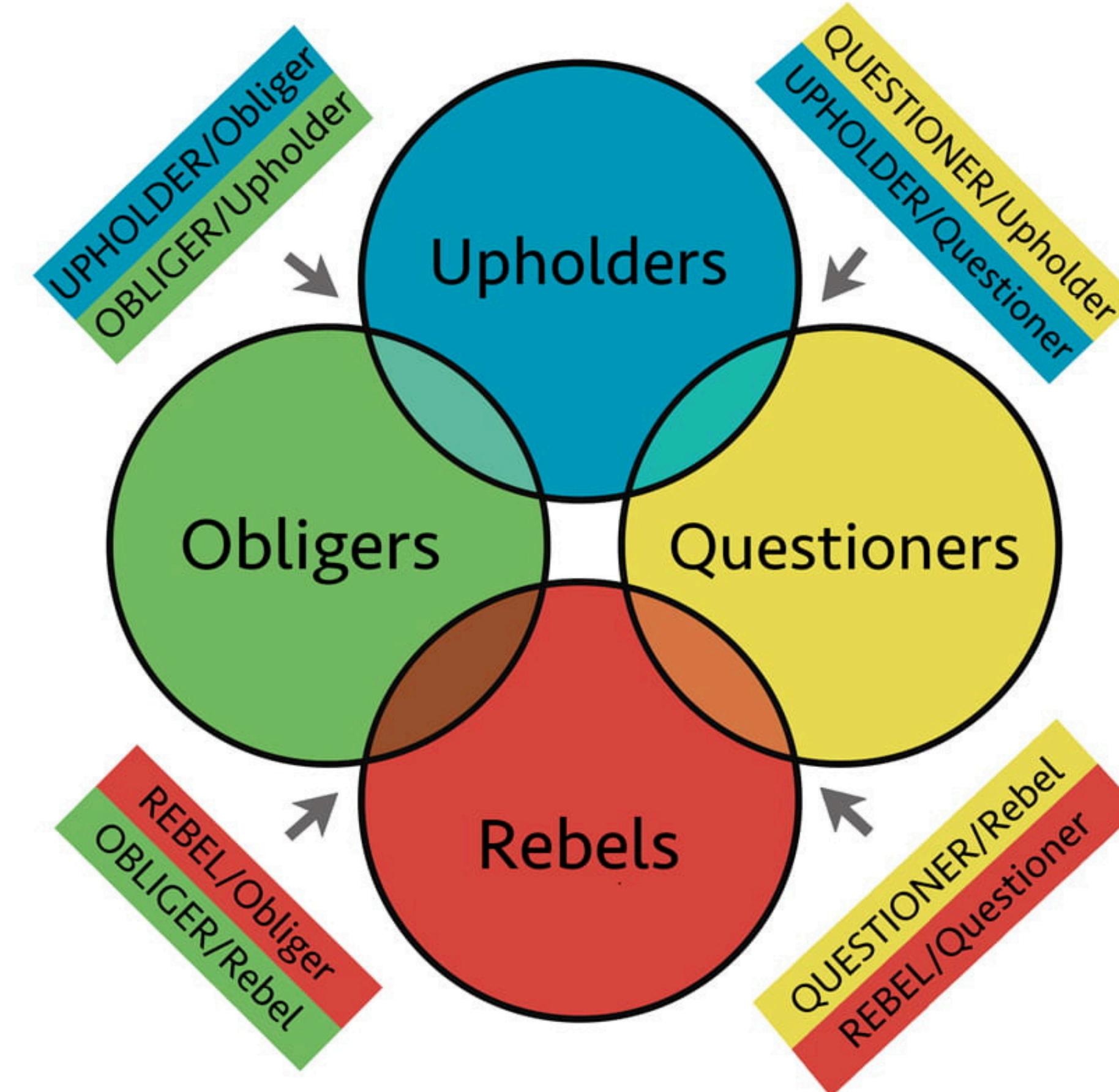
CHOOSE BETTER ROLES



Personality & Assessments

4 Tendencies

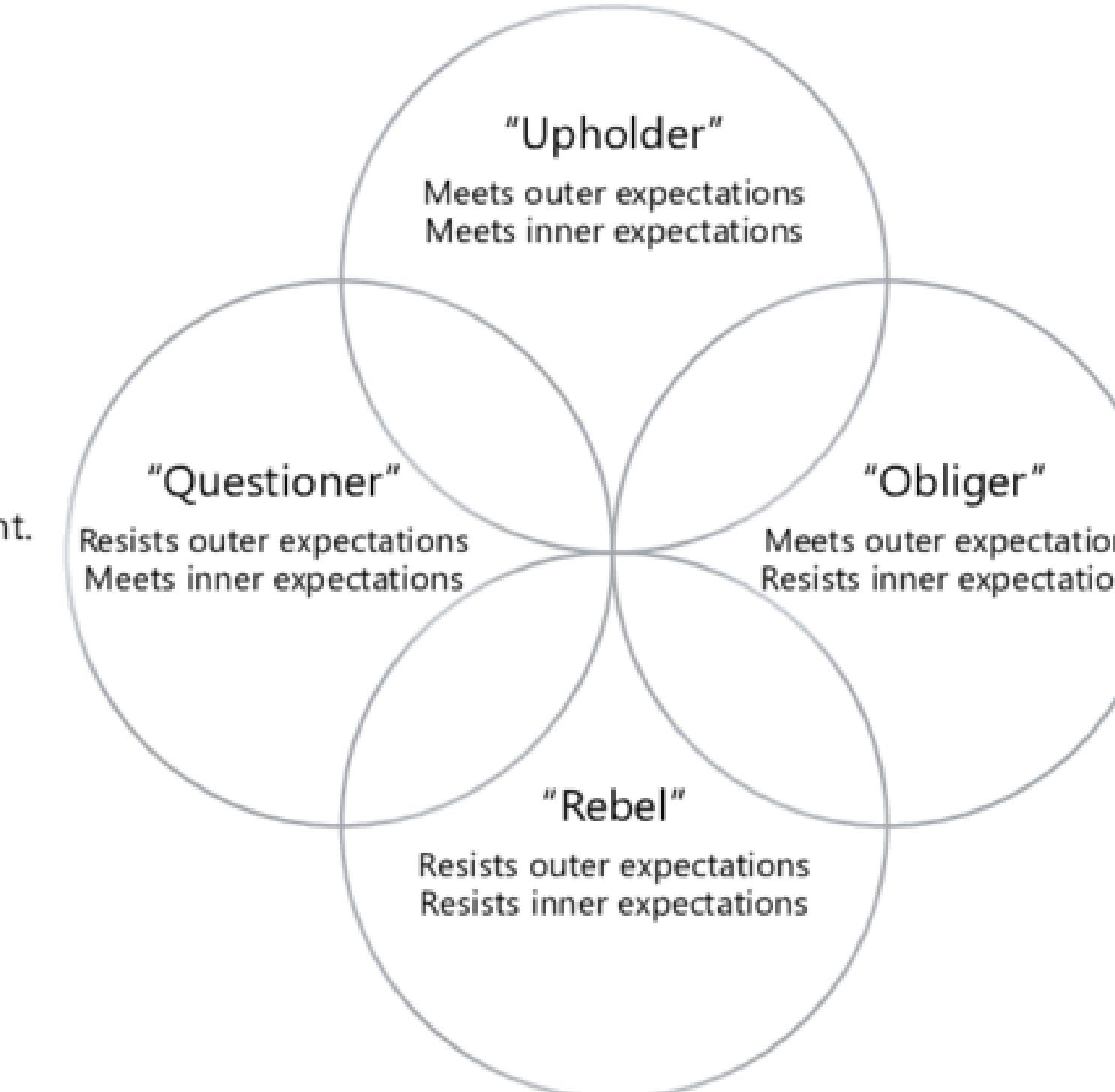
by Gretchen Rubin



4 Tendencies

"I do what I think is best according to my judgement. If it doesn't make sense I won't do it."

"I do what others expect of me – and what I expect from myself."



"I do what I want in my own way. If you tell me to do something I'm less likely to do it."

"I do what I have to do. I hate to let others down but I often let myself down."



4 Tendencies

OBLIGER

- Reliable
- Responsible
- Easy to Get Along With
- Overwork & Burnout
- "Obliger Rebellion"
- Not following thru with own goals

QUESTIONER

- Data driven
- Evidenced Based
- Fair Minded
- "Analysis Paralysis"
- Questions are taken as criticism
- Tiresome

4 Tendencies

REBEL

- Reliable
- Responsible
- Easy to Get Along With
- Overwork & Burnout
- "Obliger Rebellion"
- Not following thru with own goals

UPHOLDER

- Self-directed
- Good with Deadlines, Managing Tasks, & Commitments
- Disapproving or Judgemental
- Inflexible
- Rigid

How Tendencies Show Up in Group Work

OBLIGERS

An Obliger does better when they have someone else needing them or pushing them, so group work is great for them. On the flip side, if the group starts expecting that the Obliger will do more than their fair share of the work, they may find they commit to more than they can do. Obligers also do well to have study partners or groups.

UPHOLDERS

Upholders are great to have in a group because if they say they are going to do something, it will get done well and on time. You can depend on them. They often may find themselves in leadership roles. They may have little tolerance for those that need extra encouragement or help to do their part. We either admire, or envy, these people.

QUESTIONERS

Questioners like to ask a LOT of questions, which can come off as someone being critical, so it's best if they learn how to ask questions that don't make people get defensive. Instead of "why?" perhaps "I want to be thorough and make sure we are considering all of the options. Can you help me understand why we are doing X instead of Y?"

REBELS

Group work can be challenging for a rebel AND for their team. If they want to do the tasks expected of them, no problem. But if they don't, they often won't. They do NOT like being told what to do. They may not show up to group, or complete their work, or always be late with it...unless they can make the connection on their own of how it might negatively impact them.

The Four Tendencies Quiz



Discuss Together



Do you believe that putting people into distinct categories is possible? Or do you believe that people are too complex to be put into simple boxes? Does thinking “I’m an Obliger” or “You’re a Rebel” limit people’s sense of possibility and potential for growth?

Why or why not?

 **Do you think it is easier to identify your own Tendency, or other people’s Tendencies? Why?**



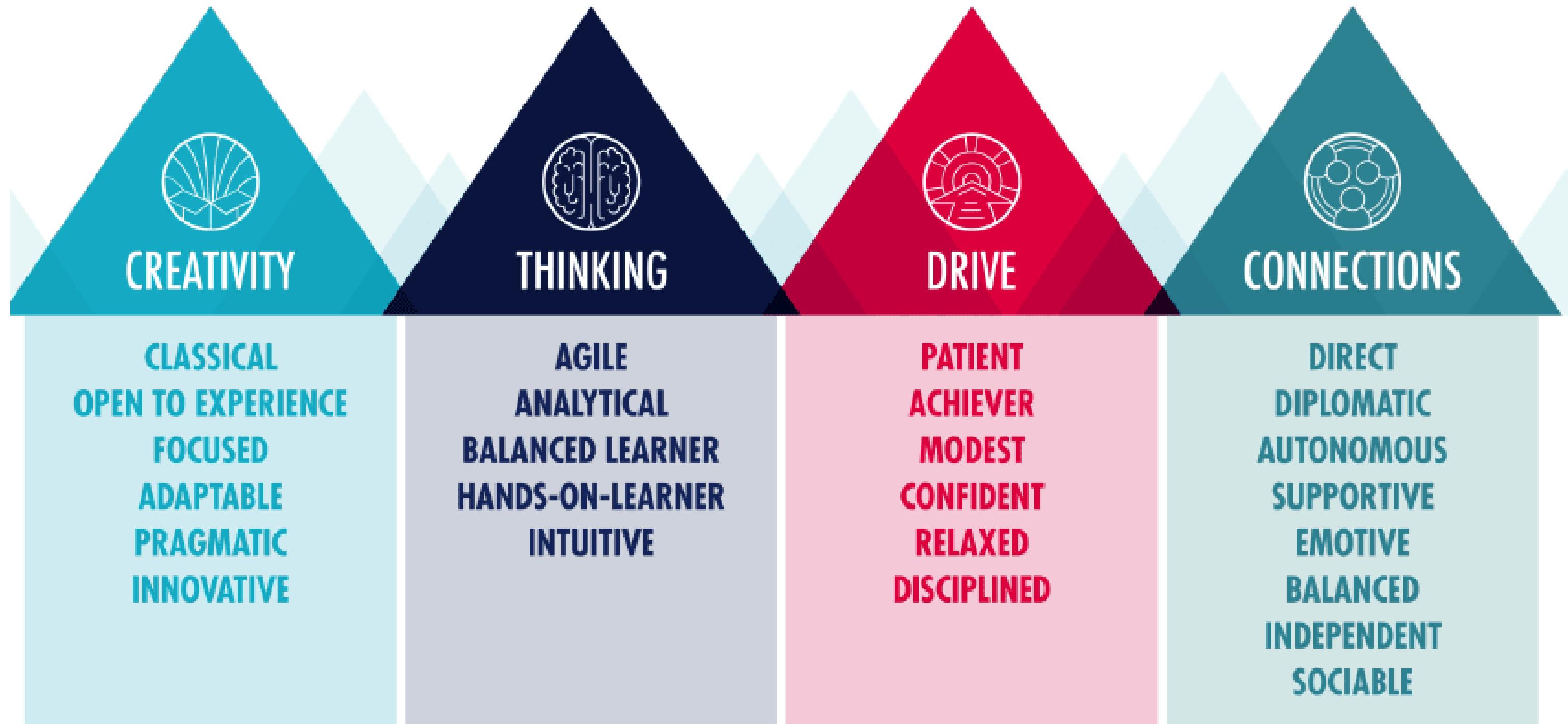
Does your Tendency make your life easier or harder at work? With family? With friends? Why?

Obliger | Questioner | Upholder | Rebel



Red Bull Wingfinder

WHAT MAKES YOU UNIQUE





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Connections
Intra & interpersonal skills



Thinking
Fluid IQ



Creativity
Creativity & curiosity



Drive
Ambition, drive, motivation

Rewarding to deal with

Able to do the job

Willing to work hard

Employability & success

A tool for self-awareness & to identify your strengths & weaknesses that make you unique

Session 1 Assignment - Part 2

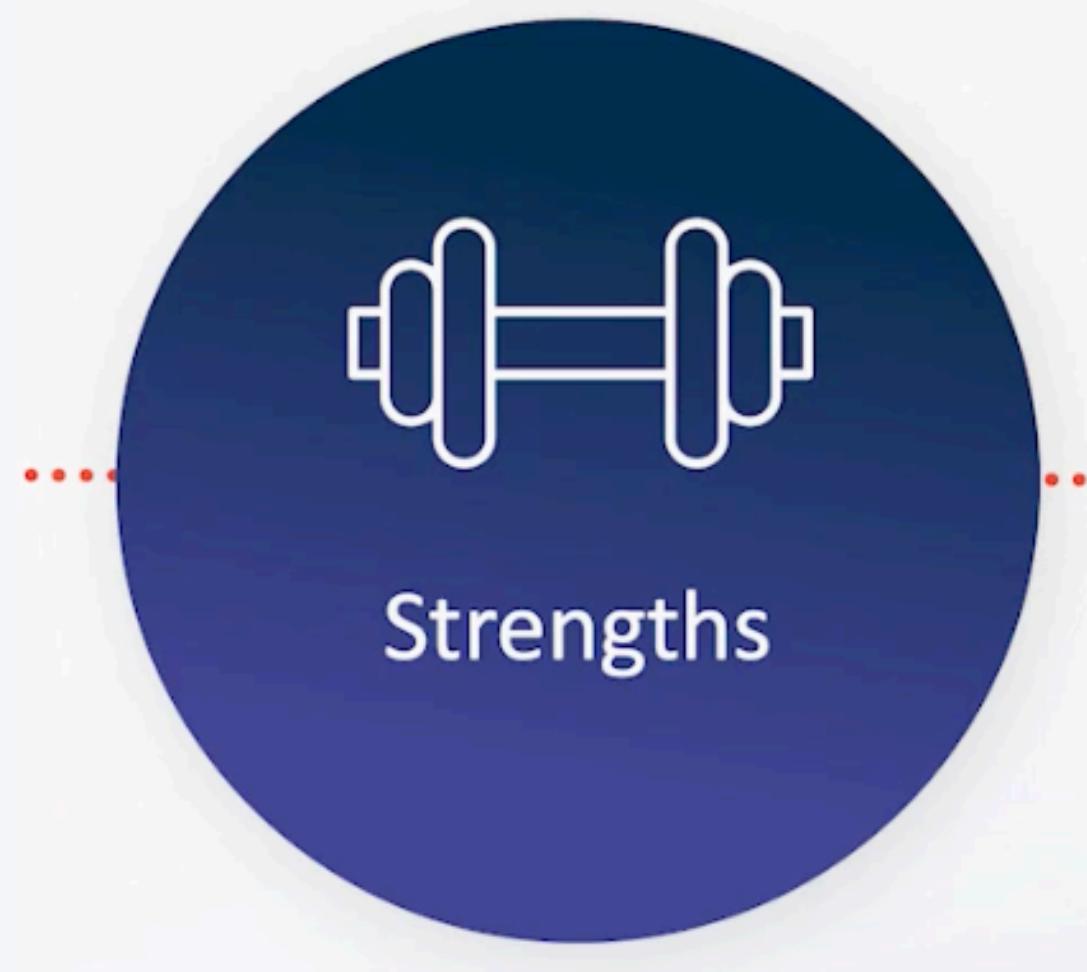


Red Bull Wingfinder

- Plan to set aside ~35 minutes to complete this
- Available in: English, French, German, Spanish, Portuguese, Italian, Japanese, and Turkish
- Best to use computer/tablet versus your phone
- You will be emailed a 19-page report
- Upload your full report to Canvas

Understanding Your Strengths

(an example)



BEING DIRECT

You are honest, transparent and straight talking. You are fact-based and tell it like it is. You can express yourself clearly and aren't easily influenced by others – all useful in leadership roles.

SELF AWARENESS IS KEY

Leverage Your Strengths

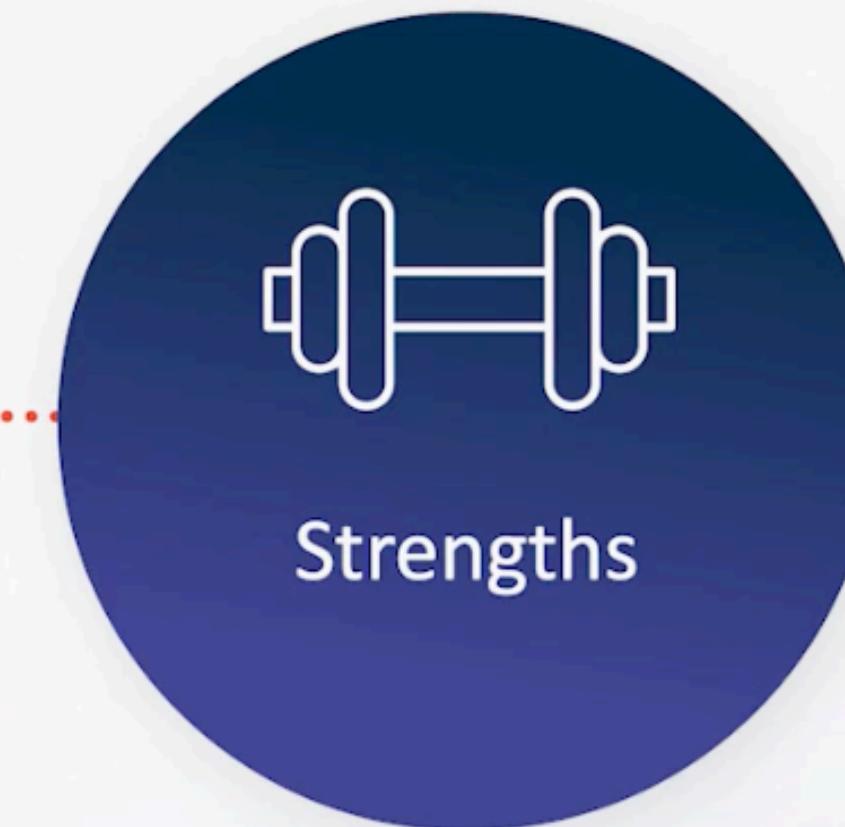
Manage Your Weaknesses

SHADOW SIDE



**Come across as being
insensitive, uncaring or too
blunt**

STRENGTH



**Direct, straight forward,
fact based, tell it like it is
(leader qualities)**

SELF AWARENESS IS KEY

Leverage Your Strengths

Manage Your Weaknesses

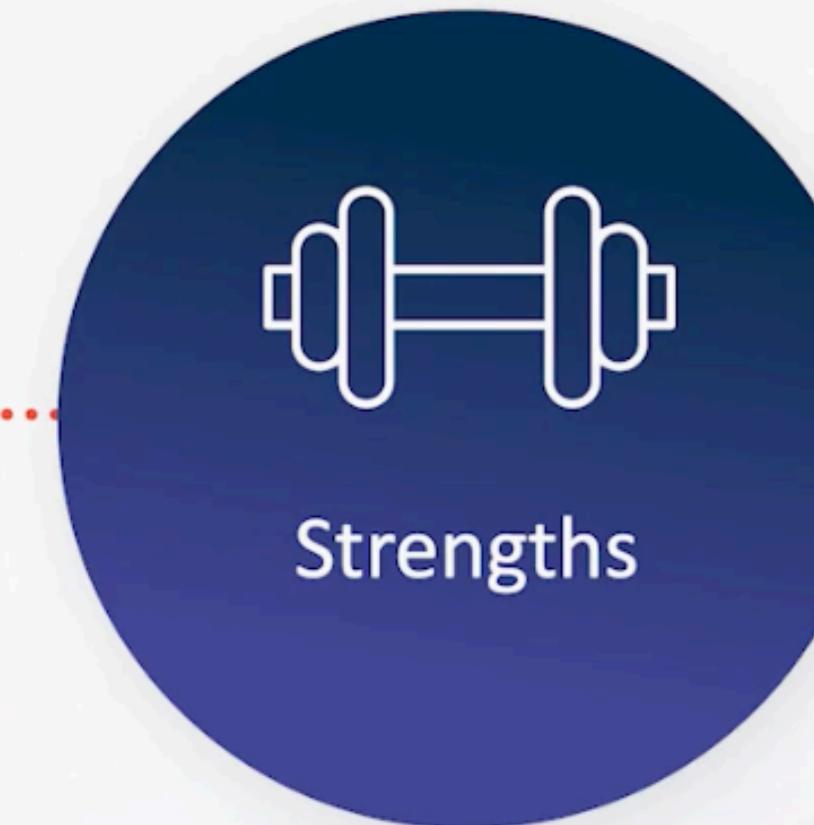
SHADOW SIDE



Shortcomings

**Come across as lacking
diplomacy or empathy**

STRENGTH



Strengths

**Direct, straight forward,
fact based, tell it like it is
(leader qualities)**

ON A BAD DAY



**Strengths
overdone**

**Dismissive, argumentative,
unintentionally escalate
tension or create conflict**

LEVERAGING YOUR ASSESSMENTS

- Resume (Summary + Skills)
- Cover Letter
- SOP or PS
- LinkedIn Profile
- Interview Prep

Connecting Strengths to Achievements - Example

Diplomatic

Central to my achievements is that I am very diplomatic. As I always strive for win-win solutions and building strong relationships, I helped increase the adoption rate of our products in other teams. Here, it was crucial to my success to be approachable for other teams and to make them feel involved.

JOURNALIST EXAMPLE



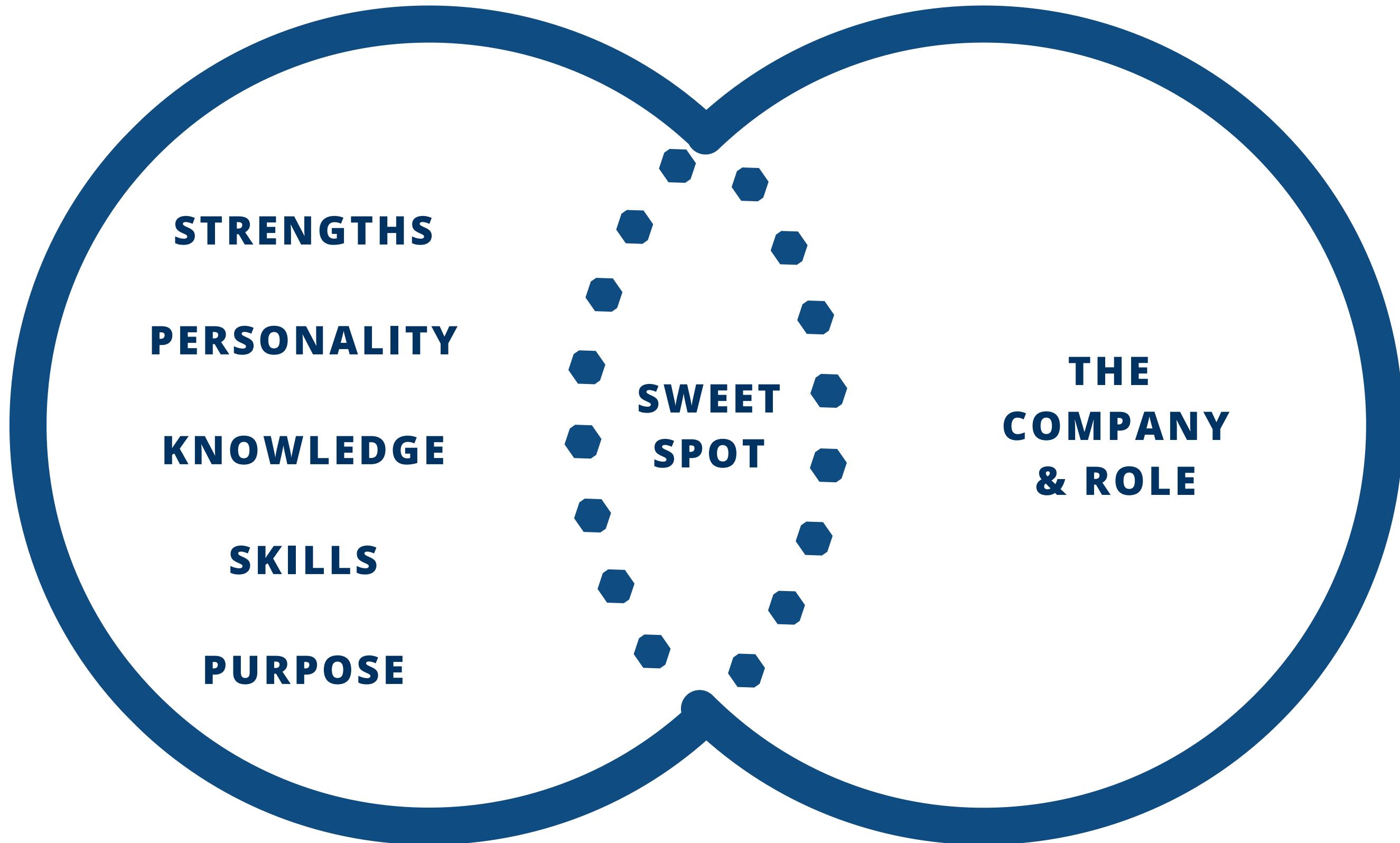
SOCIAL

Love being social, talking to people, working with others, more comfortable being center stage.

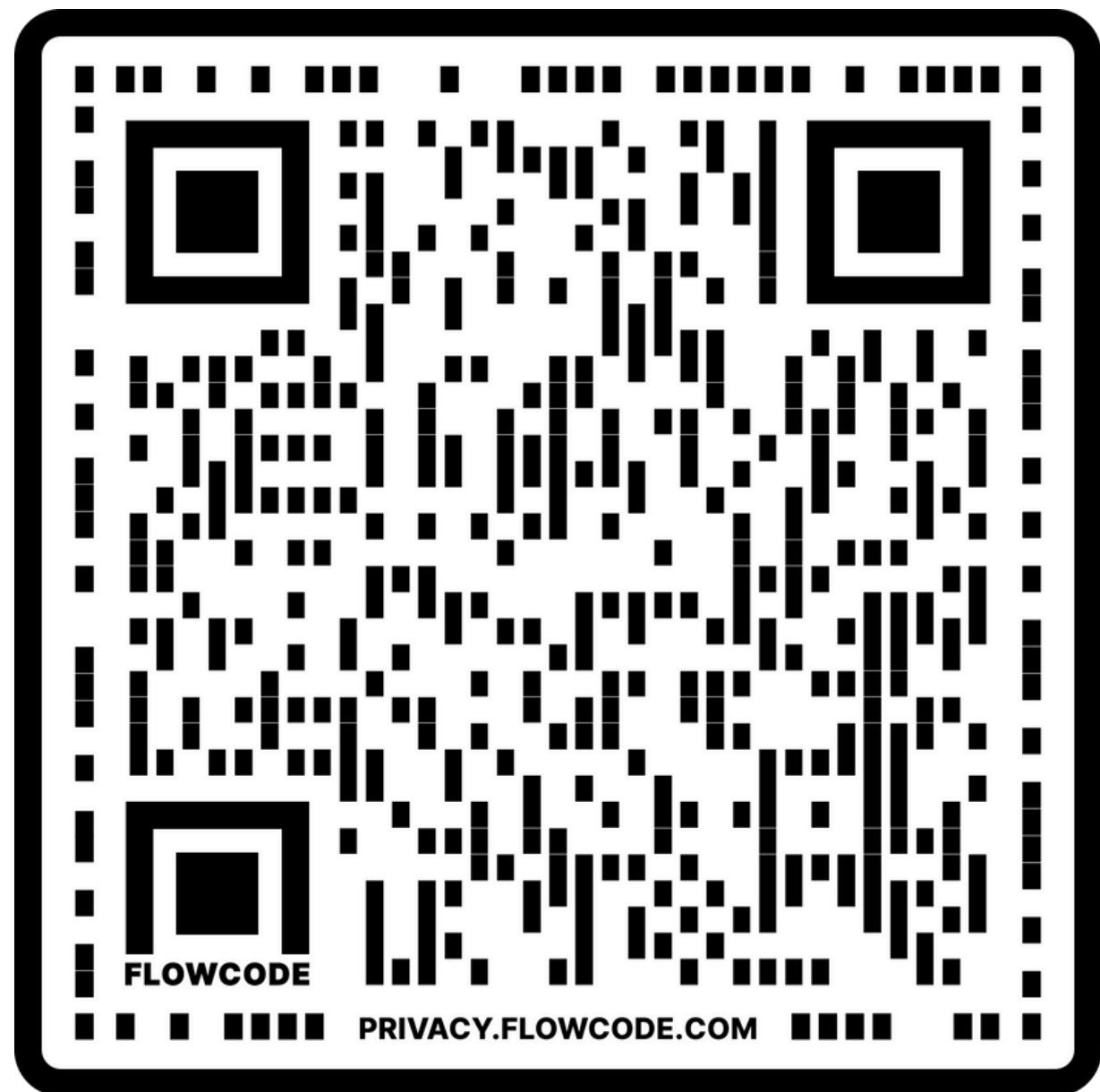
INDEPENDENT

Prefer working alone, thrive in your own company, better with writing books/articles v. talking to people.

CHOOSE BETTER ROLES



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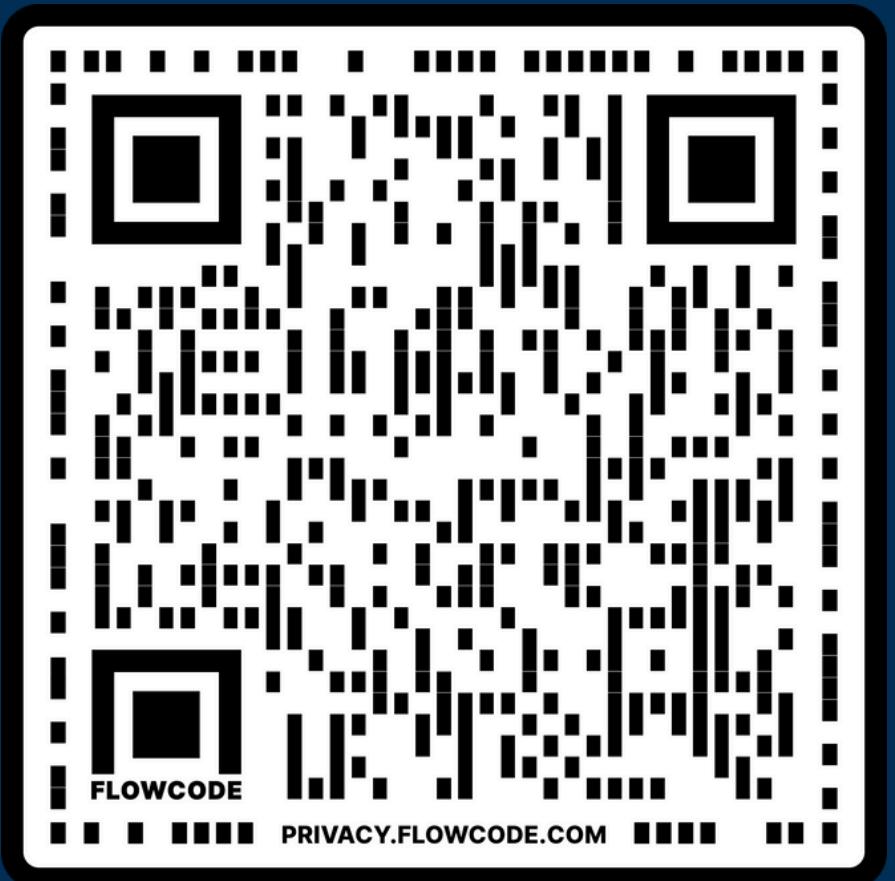
Assessment

Due by EOD Sunday, September 15th

Post in Canvas:

- Take Redbull Wingfinder Assessment
- Upload **FULL** 19-page pdf report to Canvas

Red Bull Wingfinder



Assignment #1

Due by EOD Sunday, 9/15

Post in Canvas:

- Link to LinkedIn Profile
- Resume or CV
- Cover Letter or Application Letter
- Link to Portfolio or Website