

Career Development Center

Winter Quarter 2008: January, February, March

The following **Career Action Planning** classes are available –
Register in [TrainingForce](#) today!

NETWORKING: Exploring Next Career Options at OHSU

Wednesday **January 9** from 5 to 7 pm

Tuesday **February 5** from 5 to 7 pm

Monday **March 3** from 5 to 7 pm

ALL NETWORKING CLASSES ARE IN BICC 404

Maintaining a network of professional contacts and colleagues in the work place is essential in today's recessionary work world. The people in your network can assist you in several ways: they can give you timely and valuable information about jobs, refer you to others who may be able to add to that information, and share their points of view. This highly interactive seminar will give you the inside track on how to take charge of your career!

RESUME/COVER LETTER WRITING: How to update your "old" or create a "new" resume

Monday **January 14** from 5 to 7 pm

Wednesday **January 30** from 5 to 7 pm

Thursday **February 14** from 5 to 7 pm

Tuesday **March 11** from 5 to 7 pm

ALL RESUME/COVER LETTER CLASSES ARE IN BICC 404

A resume is one of your marketing tools! A knockout resume will increase your chances of being called for an interview. Learn about the "Hot Zone," how to highlight your best skills and how to prepare a targeted resume. If you have a current resume, please bring a copy with you.

INTERVIEWING TECHNIQUES: Use the STAR system for Successful Interviewing

Wednesday **January 23** from 5 to 7 pm

Monday **February 25** from 5 to 7 pm

Tuesday **March 25** from 5 to 7 pm

ALL INTERVIEWING CLASSES ARE IN BICC 404

The interviewing process can be scary if you don't know what to expect. Learn about the general patterns of all interviews, the "first 90 seconds", what to expect in a typical interview and how to respond to difficult questions. *SPECIAL FEATURE:* "Be A Star"! OHSU managers are using behavioral interviewing techniques, are you prepared? Find out how to handle this type of interview question and how to successfully communicate your distinctive skills and abilities.

The popular **Time Management Series** is back in February!

TIME MANAGEMENT

Wednesday **February 13** from 5 to 7 pm
BICC 123

What is "time management"? Find out in this informative class. Additionally:

- * Learn practical skills on how to manage your time on the job more effectively
- * Create a plan to begin managing your time
- * Learn how to keep yourself from deviating from your new habits

PROBLEM SOLVING

Wednesday **February 20** from 5 to 7 pm
BICC 123

Problems are an unavoidable part of life. Sooner or later you are going to have a problem at work. How you handle it will determine whether it stays a problem. Learn how to define the problem at hand, identify desired outcomes, focus your problem-solving statement, and plan, generate, and evaluate solutions.

TIME MANAGEMENT & PROBLEM SOLVING LAB

Wednesday **February 27** from 5 to 7 pm
BICC 123

This is an optional (but highly recommended) follow-up to the time-management and problem solving classes. Work in more depth on the Time Management workbook and receive personalized coaching.

INTRODUCTION TO PROJECT MANAGEMENT

Wednesdays **March 5 AND 12** from 5 to 7 pm
BICC 404

Learn the basics of project management from a Certified Project Management Professional in this two part course:

Part 1: *Basic Concepts* is an introduction to the basic principles and components of the project plan.

Part 2: *Project Management Tools* provides concrete tools for developing and implementing the project plan.

Handouts and facilitated class discussion get to the bottom of what successful project management is all about.