

UC Davis Health System Training & Development Career Resources

Training & Development provides the following career resources at no charge to all employees:

By Appointment

- Personalized career coaching includes
 - Individual Development Plan (IDP) assistance
 - Resume development and critiquing
 - Interview preparation and mock interviews
 - Networking and informational interviewing
- Office space and equipment for job searches

Class Series Certificates

- Communication Series
- Customer Service
- Developing as a Supervisor
- Preparing for Supervision

Development Programs

- Administrative Officers for the Future (AOFTF)
- School At Work (SAW)
- Medical Coding and Abstracting Program (MCAP)
- UC Davis Health System – Coro Leadership Academy (CORO)
- UC Management Development Program (MDP)
- UC Management Skills Assessment Program (MSAP)

Cross Training Program

Our self-service Cross Training Program is designed to encourage training efforts that will assist you to:

- Acquire skills, abilities and knowledge of our health care environment
- Enhance opportunities for mobility, advancement and personal growth

Tuition Assistance Programs

- Staff Tuition for Education Program (STEP)
- UC Employee-Student Reduced Fee Program
- UC Davis Extension
- UC Davis Career Staff Development Fee Assistance Program
- [WorkLife and Wellness, Educational Discounts](#)

Instructor Led Classes

Take advantage of these excellent UCDHS training opportunities, and extensive e-learning options that are continuously available to meet your training needs when and where you want. All classes are held in Sacramento at the UCDHS Campus unless otherwise noted.

UC Davis Health System Training & Development Career Resources

To enroll in a class, use your Kerberos account to log into the UC Learning Center (UCLC) at lms.ucdavis.edu. You may also log into the UC Learning Center from the Training and Development website at www.ucdmc.ucdavis.edu/hr/training. The UCLC allows you to:

- Register for classes
- Track your completed courses
- Print transcripts
- Explore class offerings
- Complete online courses

Building a Resume for Career Advancement (Course Code 00779)

In your quest for career advancement, your resume is your voice, and it may be the first time a prospective hiring manager is “hearing you.” In today’s competitive business climate it is critical that within the first 10 seconds of reviewing your resume, it communicates the appropriate experience, skills, and abilities to a hiring manager. This interactive workshop will help you create a resume for career advancement by considering all of these elements. You are encouraged to bring your current resume to this workshop for self-critiquing.

The Art of Interviewing (Course Code 08828)

You’ve worked hard to get that job interview, and now it is time to make the most of this career opportunity. Feeling anxious? This workshop will share tips, techniques, and best practices preparing you for those difficult questions such as, “So tell me about yourself,” and “What is your biggest weakness?” How to make a positive lasting first impression on the interview panel, and post-interview etiquette is also addressed. Equipped with the information from this workshop you will feel more confident in your next job interview.

LinkedIn Beginners 101 (Course Code 08457)

The LinkedIn Beginner 101 Course is designed to help a person who does not have a LinkedIn Profile, or who is looking to complete their profile while learning LinkedIn fundamentals. In this class you will successfully (1) create an account, (2) build a profile, and (3) learn how to leverage basic features to effectively harness the power of LinkedIn and promote your role and the health system.

LinkedIn Advanced Course (Course Code 08458)

Prerequisite: LinkedIn Beginner 101 or a completed LinkedIn profile

The LinkedIn Advanced Course is designed to build upon your basic knowledge of LinkedIn and an already complete profile. In this class you will learn (1) how to improve your basic profile to “All-Star” status, (2) gain a deeper knowledge of the 8 Components of your home page, and (3) leverage LinkedIn for branding/recruiting.