



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

---

## **Rachel Choppin: Principal, HR 4 You**

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

**Professional Development**

### **Menu of Courses**

#### **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 the 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 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.

1815 Glendon Avenue, Suite 302, Los Angeles, CA 90025

---

T: 310.475.1087  
F: 310.475.0128

rachel@hr4you.com  
www.hr4you.com



## “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

### Navigating Organizational Politics and Corporate Savvy

Want to learn how to excel in a world where hard work and talent aren’t always enough? This course provides you with an understanding of organizational politics and strategies for success in the workplace. Topics include political styles, intuition, and compass; organizational climate and dealing positively with office politics; managing up, down, and sideways; group dynamics and facilitation skills. Instruction is interactive; participant focused and involves extensive group activities, case studies, and applications of learning in real time.

### Course Outcomes:

- Read the big picture and identify political situations, styles and environments
- Mind map political challenges, chart steps to deal with them successfully, evaluate the risk reward scenarios and decide on the best course of action
- Recognize dysfunctional conversation patterns (DCP) and practice avoiding them
- Assess your behavioral tendencies and preferred environments and how they affect others
- Develop organizational power, find the keys to the executive suite, uncover hidden agendas and manage your boss
- Create an action plan for implementing your learning outcomes and deliver it to the class

### 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 roadmap 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

1815 Glendon Avenue, Suite 302, Los Angeles, CA 90025

---

T: 310.475.1087  
F: 310.475.0128

rachel@hr4you.com  
www.hr4you.com