

Free Career Workshops at the Orange County One-Stop Center!

Orange County One-Stop Center • 7077 Orangewood Ave, Ste. 200, Garden Grove, CA 92841 • 714-241-4900 • www.oconestop.com • Hours of Operation:
Mon., Tues., Thurs., Fri. 8am-5pm, Wed 8am-7pm • Register at the Security Desk in the front lobby, by calling 714-241-4900, or clicking the red button on the left.

APRIL 2017 – Garden Grove

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
<p>9:00-10:30am One-Stop Center/ WIOA Orientation</p> <p>2:00-4:30pm Winning Resumes</p>	<p>9:30-12:00pm Interviewing Techniques</p> <p>2:00-4:00pm Transferable Skills</p>	<p>9:00-10:30am One-Stop Center/ WIOA Orientation</p> <p>1:30-3:30pm Financial Strategies</p>	<p>9:30-10:30am Resume Open Lab <i>(must take Winning Resumes Workshop first)</i></p> <p>2:00-4:00pm Veteran Networking*</p> <p>2:00-4:00pm Networking/Hidden Job Market</p>	<p>1:00-3:00pm LinkedIn-Beginner/Intermediate</p>
10	11	12	13	14
<p>9:00-10:30am One-Stop Center/ WIOA Orientation</p> <p>2:00-4:30pm Winning Resumes</p>	<p>9:30-11:30am Empowering You: Job Seeker Strategies</p> <p>1:30-3:30pm (Special Topic #1) How to Start Your Own Business (presented by SCORE)</p>	<p>9:00-10:30am One-Stop Center/ WIOA Orientation</p> <p>1:30-3:30pm Financial Strategies</p>	<p>9:30-11:30am Transferrable Skills</p> <p>4:00-5:00pm Resume Open Lab <i>(must take Winning Resumes Workshop first)</i></p>	
17	18	19	20	21
<p>9:00-10:30am One-Stop Center/ WIOA Orientation</p> <p>2:00-4:00pm Empowering You: Job Seeker Strategies</p>	<p>8:30-12:00pm Veteran Job Search*</p> <p>9:30-12:00pm Winning Resumes</p> <p>2:00-4:30pm Networking/Hidden Job Market</p>	<p>9:30-11:30am Transferable Skills</p> <p>9:00-11:00am Overcoming Barriers*</p> <p>2:00-3:30pm One-Stop Center/ WIOA Orientation</p>	<p>9:30-12:00pm Interviewing Techniques</p> <p>10:30-12:00pm Labor Market Information*</p> <p>2:00-4:00pm Veteran Networking*</p>	<p>10:00-12:00am (Special Topic #2) Connect Your Interests with a Career</p> <p>2:30-3:30pm Resume Open Lab <i>(must take Winning Resumes Workshop first)</i></p>
24	25	26	27	28
<p>9:00-10:30am One-Stop Center/ WIOA Orientation</p> <p>2:00-4:30pm Interviewing Techniques</p>	<p>9:30-12:00pm Winning Resumes</p> <p>2:00-3:30pm Interview Open Lab <i>(should take Interviewing Techniques Workshop first)</i></p>	<p>9:00-10:30am One-Stop Center/ WIOA Orientation</p> <p>2:30-3:30pm Resume Open Lab <i>(must take Winning Resumes Workshop first)</i></p>	<p>9:30-11:30am Transferable Skills</p> <p>2:00-4:00pm Financial Strategies</p>	<p>9:30-11:30am LinkedIn-Beginner/Intermediate</p> <p>12:30-2:30pm (Special Topic #3) Emotional Intelligence</p>

Free Career Workshops at the Orange County One-Stop Center!

One-Stop Center/ One-Stop Center/WIOA Orientation

The OC One-Stop Orientation will provide you with information about the Workforce Innovation and Opportunity Act and the services available at the One-Stop Center and through community resources and partners. You will also learn about the programs, educational opportunities, tools and resources available to help you in your job search.

Empowering You: Job Seeker Strategies

This workshop is designed to assist job seekers who are interested in taking charge of their job search by exploring who they are, what they want and how to get there. Searching for a job is a continuous process that allows you to move from one stage to another stage as your life changes. This workshop will teach you about the latest job search processes, tools and strategies.

Winning Resumes

Learn how to create a resume and what an employer wants to see. Become familiar with multiple resume styles and their different purposes for job search. Understand the "do's" and "don'ts" in developing your resume. Also learn the elements of good cover letter writing.

Interview Techniques

Employment experts teach you how to sell yourself and overcome fear in interviewing. Learn the steps to preparing for an interview and knowing how to answer common and challenging interview questions. This workshop also emphasizes the importance of making a good first impression and the use of body language. Feel free to sign up for a Mock interview with a career consultant. (*Mock Interviews with career consultants available upon request.*)

Transferable Skills

The concept of transferable skills is a vital job-search technique that all job-seekers should master, especially career changers, college students, and those re-entering the workforce. Transferable skills are skills you have acquired during any activity in your life--virtually any skills are transferable and applicable to what you want to do in your next job. You also will take assessment tests that highlight your strengths and assess the skills you can transfer to another career.

Resume Open Lab: *For individuals who have completed the Winning Resume workshop first and would like additional support in further developing the format of their resume using the wide variety of resume templates provided in the Winning Resume workshop. Opportunity to work directly on the computers with a facilitator present to answer questions and provide assistance for resumes.*

Interview Open Lab: *(Must have completed the Interviewing Techniques Workshop first)* This informal Question and Answer format workshop allows participants to inquire about different aspects of the job search process and explore additional strategies to prepare for the interview and land the job. Case studies and role-playing exercises may be used in this workshop.

Networking/ Hidden Job Market

Explore different networking techniques and how to tap into the hidden job market. Learn how to initiate and build contacts, start a networking conversation, and create a self-marketing plan. Develop your own introduction or "30 second commercial."

Successful Financial Strategies

Assess your current financial situation, especially as a job seeker. Whether you would like to better manage your personal finances or are experiencing financial difficulties, learn the steps to develop a successful financial plan. Identify ways to increase income and decrease expenses and rebuild your credit. Understand the basics of taxation and savings so you can build a solid financial foundation.

LinkedIn—Beginner/Intermediate

Learn how to create a LinkedIn account and build your professional profile. You will learn about the basic features of LinkedIn-Beginner to expand your professional networking opportunities. Provide job seekers with tips on how to utilize privacy settings on social networking sites to ensure a successful job search.

Overcoming Barriers

This workshop prepares previously incarcerated job seekers to re-enter the job market including resume preparation and how to answer interview questions.

Labor Market Information

Learn how to strengthen your job search by accessing information about the in-demand and high-growth industries and occupations. We also provide career exploration resources.

(Special Topic #1) SCORE – How To Start Your Own Business

This workshop will provide strategies on how to start your own business, marketing techniques, writing a business plan, and more. (*Guest Speaker: Dennis Wright, Western Regional Specialist, SCORE*)

(Special Topic #2) – Connect Your Interests with a Career

According to John Holland, the World-of-Work is divided into 6 work environments. In order to express job satisfaction you may identify your work environment preferences and interest. Only with discovery of oneself and matching interests with environment will you increase job satisfaction. In this workshop you will discover your top 3 work environment, gain career online website tools, and research careers that connect to your interests. (*Guest Speaker: Melissa Herrera, Career Counselor, Cypress College Career Planning Center*)

(Special Topic #3) Emotional Intelligence in the Workforce

Gain skills to effectively resolve common workplace problems by strengthening your emotional intelligence. This workshop will improve your job performance, leadership skills and overall job satisfaction setting the stage for a successful and productive career. (*Guest Speaker: Charissa Flannery, Career Consultant, OC One Stop Center-Garden Grove*)

***EDD (Employment Development Department)**

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, call (714) 241-4900. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this program.