



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

Orange County One-Stop Center • 17891 Cartwright Rd, Ste. 100 • Irvine, CA 92614 • [www.oconestop.com](http://www.oconestop.com) • Hours of Operation:  
 Monday 8:00am-7:00pm, Tuesday - Friday 8:00am-5:00pm • Register for Workshops by emailing [IrvineWorkshops@oconestop.com](mailto:IrvineWorkshops@oconestop.com)

## APRIL 2017 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> <b>9:00am-10:30am</b> Empowering You: Job Seeker Strategies <b>2:00-3:30pm</b> One Stop Center/WIOA Orientation	<b>4</b> <b>9:00am-11:00am</b> Networking/Hidden Job Market <b>1:30-3:30pm</b> Winning Resumes	<b>5</b> <b>8:30-10:00am</b> One Stop Center/WIOA Orientation <b>1:30pm-3:00pm</b> Transferable Skills	<b>6</b> <b>9:00am-11:00am</b> Winning Resumes <b>1:30-3:30pm</b> Interview Techniques	<b>7</b> <b>9:00am-1:00pm</b> <b>File Your Own Taxes For FREE: My Free Taxes</b> <b>10:00-11:30am</b> Open Lab – Winning Resumes
<b>10</b> <b>9:00am-11:00am</b> Winning Resumes <b>2:00-3:30pm</b> One Stop Center/WIOA Orientation	<b>11</b> <b>9:00am-11:00am</b> <b>Salary Negotiations (Special Topic Workshop)</b> <b>1:30-3:30pm</b> LinkedIn Beginners	<b>12</b> <b>8:30-10:00am</b> One Stop Center/WIOA Orientation <b>1:30-3:30pm</b> Winning Resumes	<b>13</b> <b>9:00am-11:00am</b> Transferable Skills <b>1:30pm-3:30pm</b> Networking/Hidden Job Market	<b>14</b> <b>8:30-10:00am</b> One Stop Center/WIOA Orientation <b>9:00am-1:00pm</b> <b>File Your Own Taxes For FREE: My Free Taxes</b> <b>10:00-11:30am</b> Open Lab – Winning Resumes
<b>17</b> <b>9:00am-11:00am</b> Interview Techniques <b>2:00-3:30pm</b> One Stop Center/WIOA Orientation	<b>18</b> <b>9:00am-11:00am</b> Financial Strategies <b>1:30-3:30pm</b> Winning Resumes	<b>19</b> <b>8:30-10:00am</b> One Stop Center/WIOA Orientation <b>1:30pm-3:00pm</b> Transferable Skills	<b>20</b> <b>9:00am-11:00am</b> Winning Resumes <b>1:30-3:30pm</b> <b>The AGE - Ability<sup>2</sup> Gain Employment (Special Topic Workshop)</b>	<b>21</b> <b>9:00-10:30am</b> Open Lab – Winning Resumes
<b>24</b> <b>9:00am-11:00am</b> Winning Resumes <b>2:00-3:30pm</b> One Stop Center/WIOA Orientation	<b>25</b> <b>9:00am-11:00am</b> LinkedIn Beginners <b>1:30-3:00pm</b> Empowering You: Job Seeker Strategies	<b>26</b> <b>8:30-10:00am</b> One Stop Center/WIOA Orientation <b>1:30-3:30pm</b> Winning Resumes	<b>27</b> <b>9:00am-11:00am</b> Networking/Hidden Job Market <b>1:30pm-3:30pm</b> Interview Techniques	<b>28</b>

**Please arrive on time as there are no late entries permitted.**

**\*\* Pre-requisites Required**

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

To register for Workshops, and for more information, please email: [IrvineWorkshops@oconestop.com](mailto:IrvineWorkshops@oconestop.com)

**One-Stop Center/WIOA Orientation:** The One-Stop Center/WIOA 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. The workshop is required if you are interested in the Workforce Innovation and Opportunity Act Program (WIOA) or need more information about the center.

**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.

**Financial Strategies Workshop:** Assess your current financial situation, especially as a job seeker. Whether you are experiencing financial difficulties for the first time or have experienced ongoing financial problems, learn the steps to develop a financial recovery plan. Identify ways to increase income, decrease expenses, understand basic taxation, and rebuild your credit so you can build a solid financial foundation.

**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.

**Winning Resumes Open Lab: **\*\*Pre-Req: Must complete Winning Resumes Workshop; bring resume on Soft Copy ONLY****For individuals who have completed the Winning Resume workshop 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 on your resume with a facilitator present to answer questions and provide assistance.

**Salary Negotiations (Special Topic):** Learn how to answer: What salary are you looking for? Determine your power for construction of a realistic counter offer. Negotiate like a professional representing your own brand! **Guest Speaker from: Arlene Humber, Certified Career Coach, WorkInspired**

**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 that are transferable and applicable to what you want to do in your next job. You will take an assessment test that highlights your strengths and assess the skills you can transfer into another career.

**Networking/Hidden Job Market:** We 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.”

**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 consultant. *(Mock Interviews available upon request.)*

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

**The AGE - Ability<sup>2</sup> Gain Employment (Special Topic):** How many times have you felt your age was a factor in your job search process? Regardless of which side of the age spectrum you fall into whether a millennial or boomer, please come join **The AGE** workshop which will dissect the formula for ageism in the workplace.

*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.*