

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

Orange County One-Stop Center • 6281 Beach Boulevard, Suite 333, Buena Park, CA 90621 • [www.oconestop.com](http://www.oconestop.com)

**Hours of Operation:** Monday- Friday 8am-5pm • Register for Workshops by signing up at the **Front Desk**, by calling 714-562-9200

## December 2017 – Buena Park

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
10:00-11:30am Interviewing Techniques	10:00am-11:00am One-Stop Center/ WIOA Orientation	10:00am-11:00am <b>*Stress Management and Coping</b>  2:00pm-3:30pm Winning Resumes		
11	12	13	14	15
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18	19	20	21	22
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25	26	27	28	29
 <p><b>Center Closed</b></p>	10:00am-11:00am One-Stop Center/ WIOA Orientation	10:00am-11:00am <b>*Stress Management and Coping</b>  2:00pm-3:30pm Interviewing Techniques	10:00-11:30am Winning Resumes	

**\*OCAPICA Sponsored Workshop**

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For more information, please call 714-562-9200

## **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.

## **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.)*

**\*Stress Management and Coping** This group entails discussion of various sources of stress in a variety of setting such as home, workplace and within relationships. This group provides a safe space for Participants to share concerns of how stress impacts mental health and well-being particularly when searching for employment, transitioning between employment or development of new skills to rejoin workforce. Participants will also learn and practice healthy coping skills to hopefully integrate into their lives to maintain and increase mental health. This group will allow Participants to share their stories, life experiences and resources to provide support, inspiration and hope as EPP community members as a means to relieve and cope with life stressors!

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.