



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

Orange County One-Stop Center • 17891 Cartwright • Irvine, CA • 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

December 2017 – Irvine

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|---|--|
| | | | | 1 |
| | | | | 8:30-10:00am Resume Lab <i>(must be in class by 8:45 am & completed the winning resumes)</i> |
| 4 | 5 | 6 | 7 | 8 |
| 9:00-11:00am Transferable Skills 1:00 -3:00pm Winning Resumes | 2:00-3:30pm One Stop / WIOA Orientation | 9:00 – 11:00am LinkedIn for Beginners & Intermediate 1:00 -3:00pm Networking/ Hidden Job Market | 8:30 – 10:00am One Stop / WIOA Orientation 1:00-3:00pm Goal Setting for Your Job Search 2:00-4:00pm The Power of CalJOBS (Prior registration required) | 8:30-10:00am Resume Lab <i>(must be in class by 8:45 am & completed the winning resumes)</i> |
| 11 | 12 | 13 | 14 | 15 |
| 2:00-3:30pm One Stop / WIOA Orientation | 9:00-11:00am Winning Resumes 1:00 -3:00pm Interviewing Skills | 8:30 – 10:00am One Stop / WIOA Orientation 2:00-4:00pm The Power of CalJOBS (Prior registration required) | 9:00 – 11:00am Empowering You: Job Seeker Strategies 1:00-3:00pm Financial Strategies | 8:30-10:00am Resume Lab <i>(must be in class by 8:45 am & completed the winning resumes)</i> |
| 18 | 19 | 20 | 21 | 22 |
| 9:00 -11:00am Interviewing Skills 1:00 -3:00pm Winning Resumes 2:00-4:00pm The Power of CalJOBS (Prior registration required) | 2:00 – 3:30pm One Stop / WIOA Orientation | 9:00 -11:00am Networking/ Hidden Job Market 1:00 -3:00pm Transferable Skills 1:00 – 5:00pm Veteran Job Search Workshop | 8:30 – 10:00am One Stop / WIOA Orientation 2:00-4:00pm The Power of CalJOBS (Prior registration required) | 8:30-10:00am Resume Lab <i>(must be in class by 8:45 am & completed the winning resumes)</i> |
| 25 | 26 | 27 | 28 | 29 |
|  Center Closed | 1:00-3:00pm Unemployed and Searching for Answers | 8:30 – 10:00am One Stop / WIOA Orientation | 9:00-11:00am Interviewing Skills 1:00 -3:00pm Winning Resumes | 8:30-10:00am Resume Lab <i>(must be in class by 8:45 am & completed the winning resumes)</i> |

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To register for Workshops, and for more information, please email: 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 Lab: (Pre-Req: Must complete Winning Resumes Workshop) 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. **Walk in sign-ups - First come, First served.**

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 Skills: 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. (*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, how to be found by hiring managers, how to proactively job search and how to expand your professional network. Students will work hands on building a LinkedIn profile.

The Power of CalJOBS: is a powerful job search and career exploration tool that can assist you to highlight your skills to attract employer inquiries. You can customize and upload multiple versions of your resume to suit multiple career paths and employers. CalJOBS includes a Career Explorer Analyzer and has access to free online training courses. In addition you can set up a virtual recruiter to notify you of job openings in your chosen field and apply. It's convenient as you can look for jobs from your smartphone with the CalJOBS mobile app. Learn how to use CalJOBS benefits and features to improve your job search strategic plan.

-SPECIAL TOPIC WORKSHOPS-

Goal Setting for Your Job Search: Learn how to effectively set short term and long term goals and what types of job search activities will be most helpful in your job search.(Guest speaker, Robin Ray is a Leadership Coach, writer and works at Cypress College)

Unemployed and looking for Answers: Learn how to effectively set short term and long term goals and what types of job search activities will be most helpful in your job search(*Guest Speaker: Kathleen High from www.dreams-goals.com*)

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.