



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 • Hours of Operation:
 Monday 8:00am-7:00pm, Tuesday - Friday 8:00am-5:00pm • Register for Workshops by emailing IrvineWorkshops@oconestop.com

MAY 2017 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
9:00am-10:30am Transferable Skills 2:00-3:30pm One Stop Center/ WIOA Orientation	9:00am-11:00am Financial Strategies 1:30-3:30pm Winning Resumes	8:30-10:00am One Stop Center/ WIOA Orientation 1:30pm-3:30pm Networking/Hidden Job Market	9:00am-11:00am Winning Resumes 1:30-3:30pm Interview Techniques	9:00-10:30am **Open Lab – Winning Resumes
8	9	10	11	12
9:00am-11:00am Winning Resumes 1:30-3:00pm Empowering You: Job Seeker Strategies	9:00-11:00am LinkedIn Beginners 1:30-3:00pm Transferable Skills	8:30-10:00am One Stop Center/ WIOA Orientation 1:30-3:30pm Winning Resumes	9:00am-11:00am Interview Techniques 1:30pm-3:00pm Needs vs. Wants (Special Topic Workshop)	9:00-10:30am **Open Lab – Winning Resumes
15	16	17	18	19
9:00am-10:30am Transferable Skills 2:00-3:00pm Coffee 'n Such (Special Topic Forum)	9:00am-11:00am Networking/ Hidden Job Market 1:30-3:30pm Winning Resumes	9:00am-10:30am Job Fair Readiness Workshop (Special Topic) 10:00am-11:30am **Open Lab – Winning Resumes	9:00am-11:00am Winning Resumes 1:30-3:30pm Financial Strategies	8:30-10:00am One Stop Center/ WIOA Orientation 9:00-10:30am **Open Lab – Winning Resumes
22	23	24	25	26
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29	30	31		
 memorial DAY CENTER CLOSED	9:00am-10:30am Transferable Skills 1:30-3:30pm Winning Resumes	8:30-10:00am One Stop Center/WIOA Orientation 10:00pm-11:30am **Open Lab – Winning Resumes		

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

** Pre-requisites Required

rev. 4.28.17

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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.

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.*)

Winning Resumes Open Lab: **Pre-Reqs: 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.

Business Etiquette (Special Topic): The knowledge that takes you beyond the well crafted resume, technical expertise, and industry experience required for a successful job search. Learn how to set yourself apart from the competition and give yourself the "etiquette advantage". You will learn timely tips on how to navigate a networking event with ease, bring your best self to the interview, and take yourself to the next level of poise and confidence as you advance your career. **Special Guest Speaker**

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.

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.

Needs vs. Wants: Communications Strategies in the Job Market (Special Topic): Most of us care about what we want and tend to avoid what we need. Through real life examples, this workshop addresses the need to develop the most important set of skills to master in life and in today's job market. Communication skills is not a skill anymore, but rather a crucial need, without which our ability to function is seriously crippled. Come and discover why in this workshop! **Special Guest Speaker**

Job Fair Readiness: This workshop is designed to provide tips to assist you in making a successful impression in finding that ideal job and includes how to best target and research employers attending the Job Fair. Employers make use of Job Fairs to attract and screen candidates. Our Job Fairs offer an opportunity to make contact with hundreds of candidates and the chance to select a few for intensive follow-ups. As a candidate, we want you to be prepared in putting your best foot forward in communicating to employers how you would be the best fit for any open positions.

Coffee 'n Such: This is a networking forum for **women** to discuss current and past events with respect to job search including successes, failures, gains, challenges, etc. Coffee 'n such will be served. Come contribute to the dialogue – stay because your being there will make a difference.

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