



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

April 2018 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
10:00 - 12:00 PM (Special Topic) Planning for Tax Season		8:30 – 12:30 PM Winning Resumes 2:00 – 4:00 PM Networking/Hidden Job Market	9:00 – 10:30 AM One Stop/WIOA Orientation 2:00 - 4:00 PM The Power of Cal/JOBS (Prior registration required)	9:00 – 12:30 PM Interviewing Skills
9	10	11	12	13
	2:00 – 3:30 PM One Stop/WIOA Orientation	8:30 – 12:30 PM Winning Resumes 2:00 – 4:00 PM Networking/ Hidden Job Market		9:00 – 11:00 AM Transferrable Skills
16	17	18	19	20
8:30am – 12:30 PM Winning Resumes		9:00am – 12:30 PM Interviewing Skills 1:00 – 5:00 PM Veterans Job Search 2:00 – 4:00 PM Transferrable Skills	9:00 – 10:30 AM One Stop/WIOA Orientation 2:00 - 4:00 PM The Power of CalJOBS SM (Prior registration required)	9:00 – 11:30 AM LinkedIn for Beginners
23	24	25	26	27
9:00 – 11:00 AM Networking/ Hidden Job Market	2:00 – 3:30 PM One Stop / WIOA Orientation	9:00 – 11:00 PM Transferrable Skills 12:30 – 4:30 PM Winning Resumes	2:00 - 4:00 PM (Special Topic) Social Media & Career Success	9:00 – 11:00 AM Financial Strategies
30				
8:30am – 12:30 PM Winning Resumes 2:00 – 4:00 PM LinkedIn for Intermediates				

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To register for Workshops, and for more information, please email: IrvineWorkshops@oconestop.com

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 cover letters. Discover how to successfully work with computerized ATS systems. Understand the importance of keywords and spend time developing your resume in class.

Interview Techniques- This workshop covers the different types of interviews, what to expect, how to prepare and appropriate follow-up after your interview. You will learn the top questions interviewers ask and develop your winning response in class while taking part in a mock interview.

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."

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.

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 - 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.

LinkedIn—Intermediate - Learn how to create a LinkedIn account and build your professional profile. You will learn about the features of LinkedIn- Intermediate 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 strategies.

***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 (949) 341-8000. 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.

Rev. 3/23/18

The Power of CalJOBS™(Prior registration required): 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.

Veterans Job Search Workshop – The workshop will provide information on veteran services, job search techniques, resume writing, and more.

(Special Topic) Social Media & Career Success by Maintaining a Positive Online Presence

Participants learn about what they need to know and do to maintain a Positive Online Presence with Social Networking, Photos & Videos, Email, Websites, Blogging and "Personal Branding". (Guest speaker **Kathleen High** has been working with students, adults in transition, and the unemployed, prompting her to start New Career Vision, a potential non-profit organization).

(Special Topic) Planning for Tax Season

Participants learn about what they need to know and do to increase their knowledge about planning for taxes in 2018 (Guest speaker **Shubhangi Vyawahare** has been working with students, adults in transition, and the unemployed to become financially educated).