



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

February 2018 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
			1. 8:30 – 10:00 am One Stop / WIOA Orientation	2. 9:00 – 11:00 am Planning for an Unpredictable Future 1:30 – 3:30 pm Financial Strategies
5. 8:30 – 12:30 pm Interviewing Skills	6. 2:00 – 3:30 pm One Stop / WIOA Orientation	7. 8:30 – 12:30 pm Winning Resumes *	8. 2:00 – 3:30 pm One Stop / WIOA Orientation	9. 9:00 – 11:00 am LinkedIn for Beginners & Intermediate
12. In observance of Lincoln's Birthday only EDD services will be available  <i>Lincoln</i>	13. 2:00 – 3:30 pm One Stop / WIOA Orientation	14. 8:30 – 12:30 pm Winning Resumes * 2:00 – 4:00pm The Power of CalJOBS (Prior registration required)	15. 8:30 – 10:00 am One Stop / WIOA Orientation 1:30 – 3:30 pm How to Get Your Dream Career	16. 8:30 – 10:30 am Networking/ Hidden Job Market
19. ~ CENTER CLOSED ~ President's Day 	20. 2:00 – 3:30 pm One Stop / WIOA Orientation	21. 9:00 – 11:00 am Transferrable Skills 1:00 – 5:00pm Veteran Job Search Workshop	22. 8:30 – 10:00 am One Stop / WIOA Orientation	23. 8:30 – 12:30 pm Winning Resumes*
26. 8:30 – 12:30 pm Winning Resumes*	27. 2:00 – 3:30 pm One Stop / WIOA Orientation	28. 8:30 – 12:30 pm Interviewing Skills 2:00 – 4:00pm The Power of CalJOBS (Prior registration required)		

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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.

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 cover letters. Learn how to successfully work with computerized ATS systems. Understand the importance of keywords and spend time developing your resume in class. Please bring an electronic copy of your resume.

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: 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.

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.

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-

Planning for an Unpredictable Future - Participants will learn about the changing labor trends, current labor market, in demand jobs and how to successfully work with a mix of generations in the work place. This workshop focuses on the importance of knowing today's work environment and the steps that will help you best to plan for an unpredictable future. (Guest Speaker Kathleen High Career Consultant for Your Dreams Your Goals www.dreams-goals.com)

How to Get Your Dream Career - Participants will learn a four-phase process for finding their dream career, and will be able to identify four different types of jobs that will prepare them to achieve that dream. They will also receive strategizes for what to do when their dream job does not yet exist and receive resources for researching and preparing for potential transition jobs. (Guest Speaker Kathleen High Career Consultant for Your Dreams Your Goals 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.