

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

Orange County One-Stop Center • 17891 Cartwright Rd • Irvine, CA 92614 • [www.oconestop.com](http://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](mailto:IrvineWorkshops@oconestop.com)

## June 2018 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
				1
				9:00AM – 12:30 PM Interviewing Skills
4	5	6	7	8
8:30AM – 12:30 PM Winning Resumes 2:30 - 4:00 PM (Special Topic) Job Fair Preparation	2:00 – 3:30 PM One Stop/WIOA Orientation	 9:00 - 12:00 PM OC 2018 South OC Job Fair – Held at 24155 Laguna Hills Mall Laguna Hills, CA 92653	2:00 - 4:00 PM The Power of CalJOBS <sup>SM</sup> (Prior registration required)	9:00 – 11:00 AM Transferrable Skills
11	12	13	14	15
9:00AM – 12:30 PM Interviewing Skills		8:30AM – 12:30 PM Winning Resumes	9:00 – 10:30 AM One Stop/WIOA Orientation	9:00 – 11:00 AM Networking/Hidden Job Market
18	19	20	21	22
	10:00AM - 12:00 PM (Special Topic) Reasons why you're NOT getting hired & what HR doesn't want you to know 2:00 – 3:30 PM One Stop/WIOA Orientation	9:00 – 11:00 AM Transferrable Skills 1:00 – 5:00 PM Veterans Job Search	2:00 - 4:00 PM (Special Topic) Unemployed and Looking for Answers 2:00 - 4:00 PM The Power of CalJOBS <sup>SM</sup> (Prior registration required)	9:00 – 11:00 AM LinkedIn for Beginners
25	26	27	28	29
9:00 – 11:00 AM LinkedIn for Intermediates 12:30 – 3:30 PM Interviewing Skills		8:30AM – 12:30 PM Winning Resumes 2:00 – 4:00 PM Successful Financial Strategies	9:00 – 10:30 AM One Stop/WIOA Orientation	

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

To register for Workshops, and for more information, please email: [IrvineWorkshops@oconestop.com](mailto:IrvineWorkshops@oconestop.com)

**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 Skills** - 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 jobseekers 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.

**LinkedIn—Beginners** - 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.

**Successful Financial Strategies** - 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.

**\*The Power of CalJOBS<sup>SM</sup> (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) Job Fair Preparation Workshop –**

Participants will learn about how to navigate job fair the gain the most from the Job Fair Event. This workshop focuses on the importance of knowing today's work environment and map out the steps that will help you plan for the best Job Fairs results enabling you to meet face to face with dozens of employers all in one day.

**(Special Topic) Reasons why you're NOT getting hired & what HR doesn't want you to know –** Participants get an insider's view of what it's like on the other side of the fence, the job search process can be confusing and intimidating. But the good news is that there are some little-known tips that can make the process a little more approachable.

## **(Special Topic) Unemployed and Looking for Answers –**

Special guest speaker invited to provide helpful advice on where to find information, resources and support. Job seekers can learn how to transition into a new career and how to address their educational needs and questions; how to address and meet financial, personal, and emotional needs; and how to discern what their priorities should be so they can decide what to do next. (*Guest speaker: Kathleen High* has been working with students, adults in transition, and the unemployed. Many of her educational and career resources are found at [www.dreams-goals.com](http://www.dreams-goals.com).)

## **\*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.*