

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

Orange County One-Stop Center • 17891 Cartwright Rd. Irvine, CA 92614 • 949-341-8000 • [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)

## January 2019 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
	1 	2 9:00 – 12:30 PM Interviewing Skills	3 9:30 – 11:00 AM One Stop/WIOA Orientation 2:00 – 4:00 PM Networking/Hidden Job Market	4
7 8:30 – 12:30 PM Winning Resumes	8 2:00 – 3:30 PM One Stop/WIOA Orientation	9 10:00 – 12:00 PM Transferable Skills	10 10:00 – 12:00 PM Linked In Beginners/Intermediate 2:00 - 4:00 PM The Power of CalJOBS <sup>SM</sup> (Prior registration required)	11
14 9:00 – 12:30 PM Interviewing Skills 2:00 – 4:00 PM Transferable Skills	15 8:30 – 12:30 PM Winning Resumes	16 9:00 – 11:00 AM Networking/Hidden Job Market 9:00 – 12:00PM Veterans Job Search	17 9:30 – 11:00 AM One Stop/WIOA Orientation	18 10:00 – 12:00 PM (Special Topic) Planning for an Unpredictable Future
21 Martin Luther King Jr Day ~Center Closed~	22 2:00 – 3:30 PM One Stop/WIOA Orientation	23 12:30 – 4:30 PM Winning Resumes	24 2:00 - 4:00 PM The Power of CalJOBS <sup>SM</sup> (Prior registration required)	25
28 2:00 – 4:00 PM Empowering You: Job Seeker Strategies	29 8:30 – 12:30 PM Winning Resumes	30 9:00 – 12:30 PM Interviewing Skills	31 9:30 – 11:00 AM One Stop/WIOA Orientation	

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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.

**Interviewing 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—Beginner/Intermediate** - Learn how to create a LinkedIn account and build your professional profile. You will learn about the basic features of LinkedIn to expand your professional networking opportunities. You will also learn tips on how to utilize privacy settings on social networking sites to ensure successful job search strategies.

**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.

**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™ (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) Planning for an Unpredictable Future –**

Today's job seekers need to make decisions in a world of constant change. Participants will understand what factors affect career decision-making, which factors are stable, and which factors are not. Participants will understand which factors they can control, and which they can't control, which will allow you to make effective decisions in a world of uncertainty and constant change. (*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.*