

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

• Hours of Operation: Monday 8:00am-7:00pm, Tuesday - Friday 8:00am-5:00pm • Register for Workshops on www.CalJOBS.ca.gov

December 2019 – Irvine

MUST register for Workshops on CalJOBS, walk-ins will be placed on waitlist. Registered client spots will be forfeited to waitlist participants if not present at workshop start time. Late entries are not permitted.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|--|--|
| 2 | 3 | 4 | 5 | 6 |
| 9:00AM – 12:00PM Resume Strategies 3:00PM – 5:00PM FDIC: Money Smart for Adults (Modules 1-3, 5) | 2:00PM – 3:30PM One Stop/WIOA Orientation | 9:00AM – 12:00PM Interviewing Skills | 2:00PM – 4:00PM Networking: Your Personal Brand | 10:00AM – 12:00PM Job Seeker Strategies |
| 9 | 10 | 11 | 12 | 13 |
| 9:00AM – 12:00PM Interviewing Skills 3:00PM – 5:00PM FDIC: Money Smart for Adults (Modules 1-3, 6) | 10:00AM – 11:30AM – Special Topic: OCAPICA's Well(ness)essity Presents, Self-Care | 9:00AM – 12:00PM Resume Strategies 2:00PM – 4:00PM LinkedIn for Beginners/Intermediate | 10:00AM -12:30PM SCORE: Negotiate Your Way to Success (Register at: orangecounty.score.org) 2:00PM – 3:30PM One Stop/WIOA Orientation | |
| 16 | 17 | 18 | 19 | 20 |
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| 23 | 24 | 25 | 26 | 27 |
| 9:00AM – 12:00PM Resume Strategies 2:00PM – 4:00PM LinkedIn for Beginners/Intermediate | |  CENTER CLOSED | 10:00AM – 11:30AM One Stop/WIOA Orientation | |
| 30 | 31 | 1 | 2 | 3 |
| 10:00AM – 12:00PM Transferable Skills | 2:00PM – 3:30PM One Stop/WIOA Orientation |  CENTER CLOSED | | 10:00AM – 12:00PM Networking: Your Personal Brand |

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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.

Resume Strategies - 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: Your Personal Brand - 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.

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.

FDIC: Money Smart for Adults – Provide participants with practical knowledge, skills-building opportunities, and resources they can use to manage their finances with confidence (Presented by a Certified Financial Planner)

- Module 1: Internal values and goals, external influences, and their relationships to financial decisions
- Module 2: Financial products, services, and providers
- Module 3: How to track income and expenses
- Module 5: Saving money for expenses, goals, and emergencies
- Module 6: Credit reports and scores, building productive credit histories, and repairing and improving credit
- Module 7: Options for borrowing money and the costs

(Special Topic) OCAPICA's Well(ness)essity Presents: Self-Care - Learn the importance of self-care for the holiday season and practice self-awareness for wellness.

SCORE: Negotiate Your Way to Success – Visit orangecounty.score.org for more information and to register for this workshop.

- Review the sales negotiation process and what is required to be successful
- Identify the mindset, skills, actions, processes and needed preparation to enter into a successful business negotiation

***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.