



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

Orange County One-Stop Center • 7077 Orangewood Ave, Ste. 200, Garden Grove, CA 92841 • 714-241-4900 • [www.oconestop.com](http://www.oconestop.com)  
• **Hours of Operation:** Mon., Tues., Thurs., Fri. 8am-5pm, Wed 8am-7pm • **Register for Workshops online at** [www.caljobs.ca.gov](http://www.caljobs.ca.gov)

### February 2020 - Garden Grove

**Registration in CALJOBS is required prior to attendance and can be completed at home or at the One-Stop Center 15 minutes prior to start time.**  
**Please arrive on time. Late entries are not permitted.**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>10:00 – 12:00 PM</b> Your Income & Expenses (FDIC Money Smart: Module 3) <b>2:00 – 3:30 PM</b> One Stop/WIOA Orientation	<b>10:00 – 12:00 PM</b> Winning Resumes	<b>9:30 – 11:00 AM</b> One Stop/WIOA Orientation  <b>2:15 – 4:15 PM</b> Using Credit Cards (FDIC Money Smart: Module 9)	<b>10:00 – 12:00 PM</b> Interviewing Skills  <b>1:00 – 3:00 PM Veterans Networking Club</b>  <b>2:15 – 4:15 PM</b> Empowering You	<b>10:00 – 12:00 PM</b> Resume Lab <b>(Must attend Winning Resumes Workshop first)</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>10:00 – 12:00 PM</b> Your Income & Expenses (FDIC Money Smart: Module 3) <b>2:00 – 3:30 PM</b> One Stop/WIOA Orientation	<b>10:00 – 12:00 PM</b> Winning Resumes  <b>2:15 – 4:15 PM</b> Workplace Etiquette	 <b>(EDD Workforce Services Available Only)</b>	<b>10:30 – 12:00 PM</b> CalJOBS/LMI <b>10:00 – 12:00 PM</b> Transferable Skills  <b>2:15 – 4:15 PM</b> Networking Through LinkedIn	<b>2:00 – 4:00 PM</b> Resume Lab <b>(Must attend Winning Resumes Workshop first)</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	<b>8:30 – 12:00 PM Veterans Job Search Workshop</b>  <b>2:15 – 4:15 PM</b> Transferable Skills	<b>10:00 – 12:00 PM</b> Building Your Financial Future (FDIC Money Smart: Module 10) <b>10:30 – 12:00 PM</b> Overcoming Barriers <b>2:00 – 3:30 PM</b> One Stop/WIOA Orientation	<b>2:15 – 4:15 PM</b> Empowering You	<b>10:00 – 12:00 PM</b> Resume Lab <b>(Must attend Winning Resumes Workshop first)</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>10:00 – 12:00 PM</b> Your Income & Expenses (FDIC Money Smart: Module 3) <b>2:00 – 3:30 PM</b> One Stop/WIOA Orientation	<b>10:00 – 12:00 PM</b> Interviewing Skills  <b>2:15 – 4:15 PM</b> Workplace Etiquette	<b>10:00 – 12:00 PM</b> Protecting Your Identity (FDIC Money Smart: Module 11)  <b>2:00 – 3:30 PM</b> One-Stop/WIOA Orientation	<b>10:00 – 12:00 PM</b> Transferable Skills  <b>10:30 – 12:00 PM</b> CalJOBS/LMI  <b>2:15 – 4:15 PM</b> Networking Through LinkedIn	<b>10:00 – 12:00 PM</b> Resume Lab <b>(Must attend Winning Resumes Workshop first)</b>

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**To register for Workshops, and for more information, please call: 714-241-4900**

**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.

**Resume Lab** – This is for those who might need additional help with their resume writing. Please bring copies of your resume and a flash drive. **(Must attend Winning Resumes Workshop first).**

**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.

**Networking Through LinkedIn** – Learn how to create a LinkedIn account and build your professional profile. Explore different networking techniques and how to tap into the hidden job market. 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.

**Workplace Etiquette:** This program is designed for people newly joining or returning to the workforce. It covers workplace expectations and acceptable behaviors: appropriate business attire and grooming, verbal communication, telephone skills, time management, your networking skills. Recognize the importance of following up with employers.

and general professional deportment.

**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.

**FDIC Money Smart for Adults Series** – The newly updated Money Smart for Adults instructor-led curriculum provides participants with practical knowledge, skills-building opportunities, and resources that can be used to manage finances with confidence. Unbiased, relevant, and accurate financial education consisting of fourteen modules that cover basic financial topics.

**\*CalJOBS<sup>SM</sup>/LMI** - The workshop will provide an overview of CalJOBS and help job seekers develop résumés and online job search skills. Strengthen your job search by learning about labor market growth projections and career exploration resources. Please register at [www.caljobs.ca.gov](http://www.caljobs.ca.gov). This is a hands-on workshop – basic computer skills are needed.

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

**\*Veterans Networking Club** - This club is open to all veteran job seekers and offers new topics, networking and/or guest speakers each week.

**\*Overcoming Barriers** - This workshop prepares previously incarcerated job seekers to re-enter the job market and also includes resume preparation and how to answer interview questions

**\*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.*