

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

November 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
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4	5	6	7	8
3:00PM – 5:00PM FDIC: Money Smart for Adults (Modules 1-3, 13)	2:00PM – 3:30PM One Stop/WIOA Orientation	9:00AM – 12:00PM Interviewing Skills 2:00PM – 4:00PM Networking: Your Personal Brand	2:00PM – 4:00PM Job Seeker Strategies	9:00AM – 12:00PM Resume Strategies
11	12	13	14	15
 Veterans DAY CENTER CLOSED	10:00AM – 11:30AM – Special Topic: OCAPICA's Well(ness)essity Presents, Attitude of Gratitude 1:00PM – 4:00PM Resume Strategies	2:00PM – 4:00PM Transferable Skills	10:00AM – 11:30AM One Stop/WIOA Orientation	2:00PM – 4:00PM LinkedIn for Beginners/Intermediates
18	19	20	21	22
9:00AM – 12:00PM Resume Strategies 3:00PM – 5:00PM FDIC: Money Smart for Adults (Modules 1-3, 14)	8:30AM – 9:30AM 1 on 1 Financial Planning (Please Call to Register) 10:00AM – 11:30AM – Special Topic: OCAPICA's Well(ness)essity Presents, Attitude of Gratitude 2:00PM – 3:30PM One Stop/WIOA Orientation	10:00AM – 12:30PM SCORE: Stay Away from HR Pitfalls (Register at: orangecounty.score.org) 1:00PM – 4:00PM Interviewing Skills		10:00AM – 12:00PM Networking: Your Personal Brand
25	26	27	28	29
10:00AM – 12:00PM LinkedIn for Beginners/Intermediates 3:00PM – 5:00PM FDIC: Money Smart for Adults (Modules 1-3, 4)	9:00AM – 12:00PM Interviewing Skills 2:00PM – 4:00PM Transferable Skills	9:00AM – 12:00PM Resume Strategies	 THANKSGIVING CENTER CLOSED	 THANKSGIVING CENTER CLOSED

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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..

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.

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 the importance of 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 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 - Provides 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 4: How to develop a spending and saving plan, and how to prioritize spending when money is short
- Module 13: The home buying process, including mortgages
- Module 14: How to financially prepare for, and recover from, disasters

1 on 1 Financial Planning: The event features experts from the Financial Planning Association® and highly qualified CERTIFIED FINANCIAL PLANNER™ professionals, all volunteering their time and expertise to work with local residents one-on-one to address their important financial issues. Attendees will have the opportunity to meet face-to-face with a financial planner to answer their specific questions on topics such as getting out of debt, retirement planning, investment strategies, income taxes, mortgages and foreclosures, etc. The advice will be offered on a "no strings attached" basis and planners will not give out business cards or sell financial products or services.

- Appointments will be scheduled in 20 minute increments, please call to schedule an appointment

(Special Topic) OCAPICA's Well(ness)essity Presents: Attitude of Gratitude: Learn about the impacts of gratitude on wellness and create a keepsake with paint.

SCORE: Stay Away from HR Pitfalls & Avoid Top Mistakes Which are Killing California Businesses: The greatest and most secure businesses have one thing in common... they all have solid HR function. (Register at: orangecounty.score.org)
Top Mistakes to Avoid & HR Preventable Pitfalls:

- Employment law violations are expensive and some have criminal penalties
- Finding talent & affordable employees who will stay with your company is a huge challenge
- Losing control of employee performance management, company culture/morale, customer service quality and brand perception can be sucking the life out of your business

***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.