



## 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)

**Meeting Link will be Sent to Email on CalJobs Profile**

### August 2020 - Garden Grove

**Registration in CALJOBS is required prior to attendance. 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> Interview Skills<br><b>2:00-3:00 PM</b> One-Stop Center/WIOA Orientation | <b>10:00 – 12:00 PM</b> Winning Resumes<br><b>2:30-3:30 PM</b> Resume Lab | <b>10:00 – 12:00 PM</b> Transferable Skills<br><b>2:00-3:00 PM</b> One-Stop Center/WIOA Orientation<br><b>5:00-7:00PM</b> Empowering You | <b>10:00 – 12:00 PM</b> Workplace Expectations<br><b>2:00-3:00 PM</b> Networking with LinkedIn | <b>10:00 – 12:00 PM</b> Resume Lab<br><b>4:00-5:00 PM-</b> Mock Interview |
| <b>10</b>  | <b>11</b>   | <b>12</b>  | <b>13</b>  | <b>14</b>   |
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| <b>17</b>  | <b>18</b>   | <b>19</b>  | <b>20</b>  | <b>21</b>   |
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| <b>24</b>  | <b>25</b>   | <b>26</b>  | <b>27</b>  | <b>28</b>   |
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| <b>31</b>  |   |  |  |   |
| <b>10:00 – 12:00 PM</b> Interview Skills<br><b>2:00-3:00 PM</b> One-Stop Center/WIOA Orientation |   |  |  |   |

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

**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.**

**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** – For those who might need additional help with their resume writing, this lab is for you! 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 while taking part in a mock interview.

**Networking through LinkedIn** - 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.

**Workplace Expectations:** This program is designed for people joining or returning to

the workforce. It covers workplace expectations: acceptable behaviors, appropriate business attire and grooming, verbal communication, telephone skills, time management, 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.

**Mock Interview** – A great way to practice your interview skills as well as gain an insight on what your job interview experience will be like. Mock interviews will bring focus on questions pertaining to: experience, character, and applicable skills, all while helping you conquer your interview anxieties.

**\*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.*