



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

Hours of Operation: Mon, Tues, Thurs, Fri: 9am-6pm, Wed: 9am-8pm, Sat: 9am-1pm

Register for Workshops online at: www.caljobs.ca.gov

January 2021 - Garden Grove – On-Site

Register in CALJOBS: www.caljobs.ca.gov to sign up or call (714) 241-4900 to register. CalJOBS & Appointment instructions are listed on back

To see both on-site and virtual calendars, go to: www.oconestop.com and click the “Calendar” tab OR go to www.caljobs.ca.gov

For registration instructions scroll down and follow the instructions on the bottom of the page

Monday	Tuesday	Wednesday	Thursday	Friday
				1
				NEW YEARS DAY
4	5	6	7	8
9:00 - 11:00 AM Open Resume Review 11:00 - 12:10 PM NOO Computer Basics: Beginner 12:30-1:30 PM Winning Resumes and Cover Letters 2:00-3:00 PM One-Stop Center Orientation 3:30-4:30 PM Transferable Skills	9:00 - 11:00 AM Open Resume Review 12:30-1:30 PM One-Stop Center Orientation 2:00-3:00 PM How to: Thank You Emails 3:30-4:30 PM 21 st Century Soft Skills	9:00 - 11:00 AM Open Resume Review 11:00 - 12:10 PM NOO Computer Basics: Beginner 12:30-1:30 PM How to: Job Search 2:00-3:00 PM One-Stop Center Orientation 3:30-4:30 PM Networking with LinkedIn	9:00 - 11:00 AM Open Resume Review 12:30-1:30 PM One-Stop Center Orientation 2:00-3:00 PM Virtual Interview Skills 3:30-4:30 PM Virtual Mock Interview	9:00 - 11:00 AM Open Resume Review 12:30-1:30 PM One-Stop Center Orientation 2:00-3:00 PM Recruiter Insights 3:30-4:30 PM Virtual Mock Interview
11	12	13	14	15
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18	19	20	21	22
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One-Stop Center/WIOA Orientation - The OC One-Stop Orientation will provide you with information about the programs, educational opportunities, tools, and resources available to help you in your job search. You will also learn about the Workforce Innovation and Opportunity Act and the services available at the One-Stop Center through community resources and partners.

Winning Resumes and Cover Letters - Learn how to create a resume and what an employer wants to see on that resume. Become familiar with multiple resume styles as well as cover letters. Understand the importance of keywords and spend time developing your resume.

Open Resume Review/Resume Lab – For those who might need additional help with their resume and/or cover letter writing, this lab is for you! Please bring copies of your resume and a flash drive with a virtual copy of your resume. During COVID this workshop will function via email and onsite. For virtual: instructions will be sent. **(Must attend Winning Resumes Workshop first).**

Virtual Interview Skills - This workshop covers the different aspects of a virtual interview: what to expect, how to prepare, what questions you should be asking, and appropriate follow-up techniques after your interview.

Networking with 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.

Transferable Skills - 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. This workshop is all about finding those skills in your own resume to apply them to other positions you may be interested in.

Workplace Etiquette: This workshop covers workplace expectations: acceptable behaviors, appropriate business attire and grooming, verbal communication, telephone skills, time management, and general professional development.

21st Century Soft Skills: Soft skills are personal attributes that influence how well you can work or interact with others. This workshop covers what soft skills you can list on your resume to show that you are a well-rounded employee and how they will allow you to better market yourself to potential employers.

FDIC Money Smart Modules- These 14, self-paced, money smart modules provide participants with practical knowledge, skill building opportunities, and resources that can be used to help manage finances with confidence.

Modules 1, 2, 3: Your Money Values and Influences, You Can Bank On It, Your Income and Expenses

Modules 4, 5, 6: Spending and Savings Plan, Your Savings, Credit Reports and Scores

Modules 7, 8, 9: Borrowing Basics, Managing Debt, Using Credit Cards

Modules 10, 11, 12: Building Your Financial Future, Protecting Your Identity and Assets, Making Housing Decisions

Modules 13, 14: Buying a Home, Disasters- Financial Prep. and Recovery

How to: Job Search Techniques- This workshop is designed to assist job seekers who are interested in taking charge of their job search. This workshop will teach you how to do so, by telling you about the latest job search processes, tools, and strategies.

How to: Thank You Emails- This workshop is designed to help you develop professional email writing skills. Learn best email practices from: creating a professional email name, how to format your email, what to put in the subject line, and more!

Virtual 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.

Recruiter Insights: With recruiters looking out for possible employees for companies, it is important to know how to attract recruiters to you! This workshop will cover what recruiters are looking for, how you should conduct yourself in an interview, and what sort of questions you should expect

Computer Basics- Beginner: The Computer Basics: Beginner course is taught through the New Opportunities Organization program. They will teach you computer basics such as: how to use the computer, use programs like Microsoft Word and Zoom, and navigate the internet.

You must have a CalJOBS account to attend Virtual workshops. If you have an account go to www.caljobs.ca.gov and log in on the top right. If you don't have account, on the top right click on Register New User. Scroll down and select Option 3 – Create a user Account- and chose the option that applies to you. If you have questions about registration, signing up for a workshop, workshop information, or canceling your workshop attendance please call: 714-241-4900

To register for workshops in CalJOBS: 1) Log into your CalJOBS account and look at the left column 2) Click on the My Resources Tab 3) Click on Upcoming Events (this will take you to another page) 4) In the dropdown menu for Event Region, select Orange County Community Services Agency Special P 5) For Event Office, scroll all the way down to the bottom and select OS Garden Grove 6) Leave everything else blank and click Filter. Now when you scroll down you should see the Garden Grove One-Stop Calendar 7) Read the calendar carefully and sign up for the workshop you want by double clicking the workshop, scrolling all the way down, and clicking on the "Register" button.

To Sign Up by Appointment: 1) Know the Name, Date, and Time of the workshop you would like to take 2) Call 714-241-4900 and speak with a receptionist. They will take your name, phone number, and last four of your Social Security to register you for the workshop you want! *You must have a CalJOBS account to register, if you do not have a CalJOBS account, we will assist you in making one after your workshop

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.