

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

Orange County One-Stop Center • 7077 Orangewood, Suite 200, Garden Grove, CA 92841 • 714-241-4900 • www.oconestop.com
 Register at the Front Desk or by calling 714-241-4900 • Hours of Operation: Mon, Tues, Thurs, Fri 8am-5pm • Wed 8am-7pm

MAY 2015 – Garden Grove

Monday	Tuesday	Wednesday	Thursday	Friday
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		<p style="color: red; text-align: center;"> Please note we have moved; our new address is: 7077 Orangewood Avenue Suite 200 Garden Grove, CA 92841 714-241-4900 </p>		
4	5	6	7	8
9:00-10:30am One-Stop Center/WIA Orientation 10:45-12:45pm Resume 2:30-4:30pm Interview Techniques	9:00-10:00am Talent Market 2:30-4:00pm Networking/Hidden Job Market	9:00-10:30am One-Stop Center/WIA Orientation 10:45-12:45pm Resume	9:00-10:00am Talent Market (Referral Only) 10:30-12:30pm Persons With A Disability & Job Search 3:00-4:30pm ResCare Academy	9:00-10:30am Recover Your Sense of Personal Power –NEW! 2:30-4:00pm Resume
11	12	13	14	15
9:00-10:30am One-Stop Center/WIA Orientation 10:45-12:45pm Resume Hero/ATS 2:30-4:30pm Interview Techniques	9:00-10:00am Talent Market (Referral Only) 2:30-4:00pm Transferable Skills 3:00-5:00pm Job Fair Preparation	<p style="color: red; text-align: center;"> <u>SOUTH ORANGE COUNTY JOB FAIR</u> <u>24155 Laguna Hills Mall</u> <u>Laguna Hills, CA 92653</u> <u>9:00-1:00pm</u> </p>	9:00-10:00am Talent Market (Referral Only) 3:00-4:30pm ResCare Academy	9:00-11:30pm Resume Hero/Open Lab 2:30-4:00pm LinkedIn-Beginner
18	19	20	21	22
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25	26	27	28	29
 HOLIDAY-CENTER CLOSED	9:00-10:00am Talent Market (Referral Only) 2:30-4:00pm Interview Techniques	9:00-10:30am One-Stop Center/WIA Orientation 10:45-12:45pm Resume Hero/ATS 3:00-4:30pm Networking/Hidden Job Market	9:00-10:00am Talent Market (Referral Only) 3:00-4:30pm ResCare Academy	9:00-10:30am LinkedIn-Beginner 2:30-4:00pm Resume Hero/Open Lab

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For more information, please call 714-241-4900

One-Stop Center/ One-Stop Center/WIA Orientation

The OC One-Stop Orientation will provide you with information about the Workforce Investment 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. The workshop is required if you interested in the Workforce Investment Act Program (WIA) or need more information about the center.

Interview Techniques

Employment experts teach you how to sell yourself and overcome fear in interviewing. You will learn how to answer common interview questions. We also review the importance of making a good first impression and the use of body language.

Job Application Assistance Lab

Learn the basics of the on-line application process. We will help you set-up an e-mail account, teach you how to access it, and respond to job opportunities. Learn how to open and save a document, print, and how to use a USB/flash drive.

Labor Market Information

Learn how to strengthen your job search by accessing information about the in-demand and high-growth industries and occupations. We also provide career exploration resources.

LinkedIn-Beginner

Learn how to create a LinkedIn-Beginner account and build your professional profile. You will learn about the basic features of LinkedIn-Beginner to expand your professional networking opportunities. Provide jobs seekers with tips on how to utilize privacy settings on social networking sites to ensure a successful job search.

Networking/OC Hidden Job Market

We will explore the local economy and its effects on job seekers. Ensure job seekers understand the need for urgency in their employment search and how to tap into the hidden job market. Emphasize the importance of using multiple methods of job search such as networking, LinkedIn-Beginner and contacting employers directly.

Overcoming Barriers

This workshop prepares previously incarcerated job seekers to re-enter the job market including resume preparation and how to answer interview questions.

Persons with Disabilities & Employment

Understand the challenges that persons with disabilities face in their search for employment. The workshop assists you in understanding how to sell your abilities and reduce the focus of a disability. We provide techniques on how to squash fears and sell your skills and abilities.

ResCare Academy

ResCare Academy is a free online tool available 24/7 that uses the following resources to make job seekers more attractive to employers: ResCare GED Academy; 4000+ career enhancement courses; training for more than 100 workforce industries; Math, English, Reading and Writing enhancement courses; & professionally-respected certificates for many courses completed.

Recover Your Sense of Personal Power

This monthly workshop aims to help Participants explore and identify stressors in various settings and learn how to cope with stressors in a healthy manner. Participants will also learn about how stress affects their mental, physical, spiritual and social sense of well-being and what they can do to change and minimize their stress level. This workshop provides a safe space for Participants to share and support one another during this challenging time of trying to find employment.

Resume Hero/ Applicant Tracking Software (ATS)

Using Resume Hero web-based resume writing tool, you will have access to suggested keywords and phrases to build a professional resume of your career goals, skills, experience and education. Job seekers will create a competitive resume from scratch that is sure to get past applicant tracking software (ATS) which many companies use to screen resumes and applications. Explore the resume from an employer's perspective, teaching to sell oneself into employment, convince employer that job seeker is the right match for the job applying for.

Transferable Skills

This workshop will help you identify your skills and abilities and how they can apply to several different occupations and industries. You will also learn how to market your transferable skills.

This WIA 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 (714) 241-4900. 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.