

# 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 by [clicking the red button on the left](#) or calling 714-241-4900.

## December 2017 – Garden Grove

| Monday   | Tuesday  | Wednesday  | Thursday  | Friday  |
|--|--|--|---|---|
|  |  |  |   | <b>1</b><br><b>9:30-10:30am</b> Resume Lab<br><i>(must have attended the Winning Resumes workshop)</i>  |
| <b>4</b><br><b>9:30 – 10:00am</b> One-Stop / WIOA Orientation  | <b>5</b><br><b>9:00-11:00am</b> Winning Resumes<br><b>1:30 -3:30pm</b> - Transferable Skills   | <b>6</b><br><b>10:00 – 12:00pm</b> <b>Unemployed and Looking for Answers</b><br><br><b>2:00 – 2:30pm</b> One-Stop / WIOA Orientation | <b>7</b><br><b>9:30-11:30am</b> Interviewing Techniques<br><br><b>10:30-12:00 pm</b> <b>CalJOBS / LMI</b><br><b>(Prior registration required)</b><br><br><b>1:30-3:30pm</b> Networking/ Hidden Job Market<br><b>2:00 – 4:00pm</b> <b>Veteran Networking</b> | <b>8</b><br><b>9:30-10:30am</b> Resume Lab<br><i>(must have attended the Winning Resumes workshop)</i>  |
| <b>11</b><br><b>9:00-11:00am</b> Winning Resumes<br><b>1:30-3:30pm</b> Financial Strategies                              | <b>12</b><br><b>9:30 – 10:00am</b> One-Stop / WIOA Orientation                                 | <b>13</b><br><b>9:00-11:00 am</b> Empowering You: Job Seeker Strategies<br><br><b>1:30 -3:30pm</b> LinkedIn-Beginner/ Intermediate   | <b>14</b><br><b>9:30- 11:30am</b> <b>Goal Setting for Your Job Search</b><br><br><b>10:30 - 12:00pm</b> – <b>Labor Market Information (LMI)</b><br><br><b>2:00 – 2:30pm</b> One-Stop / WIOA Orientation   | <b>15</b><br><b>9:30-10:30am</b> Resume Lab<br><i>(must have attended the Winning Resumes workshop)</i> |
| <b>18</b><br><b>9:30 – 10:00am</b> One Stop / WIOA Orientation   | <b>19</b><br><b>9:00 – 11:00am</b> Transferable Skills<br><b>1:30-3:30pm</b> - Winning Resumes | <b>20</b><br><b>9:00-11:00 am</b> <b>Overcoming Barriers</b><br><br><b>2:00 – 2:30pm</b> One-Stop / WIOA Orientation                 | <b>21</b><br><b>9:00-1100am</b> Networking/ Hidden Job Market<br><br><b>1:30-3:30pm</b> Interviewing Techniques   | <b>22</b><br><b>9:30-10:30am</b> Resume Lab<br><i>(must have attended the Winning Resumes workshop)</i> |
| <b>25</b><br><b>Center Closed</b><br> | <b>26</b><br><b>9:30 – 10:00am</b> One Stop / WIOA Orientation                                 | <b>27</b><br><b>9:00 – 11:00am</b> Winning Resumes<br><br><b>1:300-3:30 pm</b> LinkedIn-Beginner/ Intermediate                       | <b>28</b><br><b>2:00 – 2:30pm</b> One-Stop / WIOA Orientation   | <b>29</b><br><b>9:30-10:30am</b> Resume Lab<br><i>(must have attended the Winning Resumes workshop)</i> |

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For more information, please call 714-241-4900

**\*Please arrive on time and bring a job lead. Late entries are not permitted.**

Rev. 11/21/17

**One-Stop Center/ 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.

**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.

**Winning Resumes** Learn how to create a resume and what an employer wants to see. Become familiar with multiple resume styles and their different purposes for job search. Understand the “do’s” and “don’ts” in developing your resume. Also learn the elements of good cover letter writing.

**Interview Techniques**- Employment experts teach you how to sell yourself and overcome fear in interviewing. Learn the steps to preparing for an interview and knowing how to answer common and challenging interview questions. This workshop also emphasizes the importance of making a good first impression and the use of body language. Feel free to sign up for a Mock interview with a career consultant. (*Mock Interviews with career consultants available upon request.*)

**Networking/ Hidden Job Market** - 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 job-seekers 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.

**Resume Open Lab:** *For individuals who have completed the Winning Resume workshop and would like additional support in further developing the format of their resume using the wide variety of resume templates provided in the Winning Resume workshop. Opportunity to work directly on the computers with a facilitator present to answer questions and provide assistance for resumes. (Lab limited to four participants only).*

**Successful Financial Strategies** - Assess your current financial situation, especially as a job seeker. Whether you would like to better manage your personal finances or are experiencing financial difficulties, learn the steps to develop a successful financial plan. Identify ways to increase income and decrease expenses and rebuild your credit. Understand the basics of taxation and savings so you can build a solid financial foundation.

**LinkedIn—Beginner/Intermediate**- Learn how to create a LinkedIn 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.

**CalJOBS™/LMI (Prior registration required):** 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. Prior registration required. Register at [CalJOBS](http://CalJOBS) and [www.oconestop.com](http://www.oconestop.com). For more information, call Vickie Sanchez at (657) 400-1345.

## Overcoming Barriers

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

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

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

**\* 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.

**(Special Topic #1) Unemployed and looking for Answers:** Learn how to effectively set short term and long term goals and what types of job search activities will be most helpful in your job search (Guest Speaker: **Kathleen High** from [www.dreams-goals.com](http://www.dreams-goals.com))

**(Special Topic #2) Goal Setting for Your Job Search:** Learn how to effectively set short term and long term goals and what types of job search activities will be most helpful in your job search. (Guest speaker, Robin Ray is a Leadership Coach, writer and works at Cypress College)

**\*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 (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*