



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. 8am-5pm, Wed 8am-7pm • Register by **clicking the red button on the left** or calling 714-241-4900.

October 2017 – Garden Grove

Monday	Tuesday	Wednesday	Thursday	Friday
2 9:00-10:30am One-Stop Center/ WIOA Orientation	3 9:30-11:30am Transferrable Skills 2:00-4:30pm Winning Resumes	4 9:00-10:30am One-Stop Center/ WIOA Orientation	5 9:30-11:30am Financial Strategies 1:00-3:30pm LinkedIn-Beginner/ Intermediate 2:00-4:00pm Veteran Networking*	6 9:30-10:30am Resume Open Lab <i>(must take winning resumes first)</i>
9 <i>COLUMBUS DAY</i>	10 9:00-10:30am One-Stop Center/ WIOA Orientation	11 9:30-12:00 pm Networking/ Hidden Job Market 1:30-3:30pm Interviewing Techniques	12 9:00-10:30am One-Stop Center/ WIOA Orientation	13 9:30-10:30am Resume Open Lab <i>(must take winning resumes first)</i>
16 9:00-10:30am One-Stop Center/ WIOA Orientation	17 9:30-11:30am Winning Resumes 1:30-3:30pm Financial Strategies	18 9:00-11:00am Overcoming Barriers* 2:00-4:00pm Special Topic - Social Media and Career Success	19 9:30-11:30am Transferable Skills 10:30-12:00pm Labor Market Information* 1:00 -3:30pm LinkedIn-Beginner/ Intermediate 2:00-4:00pm Veteran Networking*	20 9:00-10:30am One-Stop Center/ WIOA Orientation
23 9:30-11:30am Winning Resumes 2:00 -4:00pm Empowering You: Job Seeker Strategies	24 9:00-10:30am One-Stop Center/ WIOA Orientation	25 9:30-11:30am Interviewing Techniques 2:00-3:30pm Networking/ Hidden Job Market	26	27 9:00-10:30am One-Stop Center/ WIOA Orientation 10:00-12:00 Special Topic- Body Language and Attitude 2:30pm-3:30pm Resume Open Lab <i>(must take winning resumes first)</i>
30 9:00-10:30am One-Stop Center/ WIOA Orientation 2:00-4:00pm Special Topic - Job Search Tips for Unique Populations Unemployed, Over 40, Over Qualified, Disabled, Veterans, flawed past	31 9:30-11:30am Transferable Skills 2:00-4:30pm Winning Resumes			

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For more information, please call 714-241-4900

Rev. 09/27/17

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.

*** 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.

*** 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) Social Media and Career Success Participants will understand what an "online presence" is; why it is important; how they can build, monitor, and manage their online presence; and how to build a personal/professional brand. (Guest speaker **Kathleen High** has been working with adults for over 15 years. Working with students, adults in transition, and the unemployed prompted her to start [New Career Vision](#), a potential non-profit organization.)

(Special Topic #2) Job Search Tips for Unique Populations Today's job seekers need to make life decisions in a world of constant change. People who are unemployed, over 40, over qualified, military veterans, disabled, or have a not-so-hot-past, face potential barriers to employment, which others do not. Participants in this workshop will receive information helpful to all job seekers, as well as some helpful hints to address their unique obstacles. (Guest speaker **Kathleen High** has been working with adults for over 15 years. Working with students, adults in transition, and the unemployed prompted her to start [New Career Vision](#), a potential non-profit organization.)

(Special Topic #3) Body Language and Attitude Discover the POWER of body language and attitude and how it influences your success in life. This workshop will make you aware of unconscious behavior which constitutes 93% of communication and learn how to modify it to get the results you want. (*Guest speaker: Charisa Flannery*, Career Consultant, OC One-Stop Garden Grove)

*** 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 reasonable arrangements to ensure accessibility to this program.