

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 at the Security Desk in the front lobby, by calling 714-241-4900, or clicking the red button on the left.

September 2017 – Garden Grove

Monday	Tuesday	Wednesday	Thursday	Friday
				1
				9:30-10:30am Resume Open Lab <i>(must take winning resumes first)</i>
4	5	6	7	8
 HOLIDAY – CENTER CLOSED	9:00-10:30am One-Stop Center/ WIOA Orientation 2:00-4:30pm Winning Resumes	9:30-11:30am Transferable Skills	1:00 -3:30pm LinkedIn-Beginner/ Intermediate 2:00-4:00pm Veteran Networking*	9:00-10:30am One-Stop Center/ WIOA Orientation
11	12	13	14	15
9:00-10:30am One-Stop Center/ WIOA Orientation 2:00 -4:00pm Empowering You: Job Seeker Strategies	9:30-11:30am Winning Resumes	9:00-10:30am One-Stop Center/ WIOA Orientation 1:30-3:30pm Interviewing Techniques	9:30-11:30am Financial Strategies 2:00- 4:00pm Special Topic #1- Managing Life's Transitions	9:30-10:30am Resume Open Lab <i>(must take winning resumes first)</i>
18	19	20	21	22
9:00-10:30am One-Stop Center/ WIOA Orientation 2:00-4:30pm Winning Resumes	9:30-12:00 pm Networking/ Hidden Job Market	9:00- 11:00am Overcoming Barriers* 9:30-11:30am Transferable Skills 2:00-3:30pm One-Stop Center/ WIOA Orientation	10:00-12:00pm Special Topic #2- Create a Winning Plan for Your Business 10:30-12:00pm Labor Market Information* 2:00 -4:00pm Veteran Networking* 2:00-4:30pm LinkedIn- Beginner/ Intermediate	
25	26	27	28	29
9:00-10:30am One-Stop Center/ WIOA Orientation 2:00-4:30pm Empowering You: Job Seeker Strategies	2:00-4:30pm Winning Resumes	9:00-10:30am One-Stop Center/ WIOA Orientation 1:30-4:00pm Interviewing Techniques	10:00-12:00pm Networking/ Hidden Job Market	10:00 -12:00pm Special Topic #3-Conflict Management in the Workplace

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For more information, please call 714-241-4900

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) Create a Winning Plan for Your Business

Whether you’re starting or “restarting” your business developing a Business Plan minimizes risk of failure and increases chances for success. In this workshop you’ll learn how to get started on a plan for your business, what it should contain, and how and when it’s used. In addition you’ll learn where you can get help preparing your Business Plan, help that can be had for free. *(Guest Speaker: Dennis Wright, SCORE Western Regional Specialist, has a 43 year business career included sales, procurement and management roles.)*

(Special Topic #2) Managing Life’s Transitions

Participants will understand what transitions are, how they impact a person's life, and how to identify transition-related challenges they may be dealing with, and where to go for help in dealing with their own transitions. *(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) Conflict Management in the Workplace

This workshop will help you develop strategies to effectively manage conflicts in the workplace. Learn how to work peacefully with many different personality types and de-escalate critical situations with tact. *(Guest Speaker: Charissa Flannery, Career Consultant, OC One Stop Center-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.