



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

Orange County One-Stop Center • 6281 Beach Boulevard, Suite 333, Buena Park, CA 90621 • [www.oconestop.com](http://www.oconestop.com)

**Hours of Operation:** Monday- Friday 8am-5pm • Register for Workshops by signing up at the **Front Desk** or by calling **714-562-9200**.

## August 2018 – Buena Park

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b>	<b>2</b>	<b>3</b>
		<b>10:00am-11:30am</b> Winning Resumes <b>11:30am-12:00pm</b> One Stop/WIOA Orientation		
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>10:00am-12:00pm</b> Stress Management	<b>10:00am-11:30am</b> Winning Resumes	<b>10:00am-11:30am</b> Interviewing Techniques		<b>10:00am-12:00pm</b> Stress Management
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>10:00am-12:00pm</b> Conflict Management	<b>10:00am-11:30am</b> Interviewing Techniques <b>11:30am-12:00pm</b> One Stop/WIOA Orientation	<b>10:00am-11:30am</b> Winning Resumes	<b>10:00am-12:00am</b> Mindfulness	<b>10:00am-12:00pm</b> Time Management
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>10:00am-12:00pm</b> Time/Money Management	<b>10:00am-11:30am</b> Winning Resumes	<b>10:00am-11:30am</b> Interviewing Techniques		<b>10:00am-12:00pm</b> Discover Your Roots
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
<b>10:00am-12:00pm</b> Coworker/ Colleague Support Group	<b>10:00am-11:30am</b> Interviewing Techniques	<b>10:00am-11:30am</b> Winning Resumes <b>11:30am-12:00pm</b> One Stop/WIOA Orientation	<b>10:00am-12:00am</b> Mindfulness	<b>10:00am-12:00pm</b> Self-Care

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For more information, please call 714-562-9200

**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.

**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)*

**Stress Management** – Coping with everyday stressors, participants will learn the importance of creating balance, prioritizing, and practicing self-care through a variety of activities.

**Time Management** – Participants will learn how to balance their time and prioritize all of the important things in their lives.

**Conflict Management** – Participants will learn their styles of conflict and how to understand and get along with others.

**Time/Money Management** – Through practical choices, participants will learn how to balance their time and make healthy decisions to support their budgets!

**Co-worker/Colleague Support Group** – Learn how to be a supportive coworker and what practices in the workplace help to keep you healthy and connected.

**Mindfulness** – Discover mindfulness and all its benefits. Learn mindfulness practices that can be done anywhere.

**Discover Your Roots** – Through guided art practices, participants will increase their own self-awareness.

**Self-Care** – From daily strategies and creative ways to decompress, participants will be reminded of how to put themselves first and practice self-care.

*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.*