



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

Orange County One-Stop Center • 17891 Cartwright • Irvine, CA • [www.oconestop.com](http://www.oconestop.com) • Hours of Operation:

Monday 8:00am-7:00pm, Tuesday - Friday 8:00am-5:00pm • Register for Workshops by emailing [IrvineWorkshops@oconestop.com](mailto:IrvineWorkshops@oconestop.com)

## January 2018 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
1. ~ CENTER CLOSED ~ 	2. 2:00 – 3:30pm One Stop / WIOA Orientation	3. 8:30 – 12:30pm Winning Resumes	4. 9:00 – 11:00am Meeting Your Financial Responsibilities 8:30 – 10:00am One Stop / WIOA Orientation	5.
8 8:30 – 12:30pm Interviewing Skills	9 2:00 – 3:30pm One Stop / WIOA Orientation	10 8:30 – 12:30pm Winning Resumes 2:00 – 4:00pm The Power of CalJOBS (Prior registration required)	11 9:00 – 11:00am Dale Carnegie Networking to your Personal Brand 8:30 – 10:00am One Stop / WIOA Orientation	12 9:00 – 11:00am LinkedIn for Beginners & Intermediate
15 ~ CENTER CLOSED ~ Martin Luther King Day	16 8:30 – 10:30am Networking/ Hidden Job Market 2:00 – 3:30pm One Stop / WIOA Orientation	17 8:30 – 12:30pm Winning Resumes 1:00 – 5:00pm Veteran Job Search Workshop	18 8:30 – 10:00am One Stop / WIOA Orientation	19
22 8:30 – 12:30pm Interviewing Skills	23 9:00 – 11:00am Goal Setting for Your Job Search 2:00 – 3:30pm One Stop / WIOA Orientation	24 9:00 – 11:00am Transferrable Skills 2:00 – 4:00pm The Power of CalJOBS (Prior registration required)	25 8:30 – 10:00am One Stop / WIOA Orientation	26 9:00 – 11:00am LinkedIn for Beginners & Intermediate
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To register for Workshops, and for more information, please email: [IrvineWorkshops@oconestop.com](mailto:IrvineWorkshops@oconestop.com)

**One-Stop Center/WIOA Orientation:** The One-Stop Center/WIOA 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. The workshop is required if you are interested in the Workforce Innovation and Opportunity Act Program (WIOA) or need more information about the center.

**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.

**Financial Strategies Workshop:** Assess your current financial situation, especially as a job seeker. Whether you are experiencing financial difficulties for the first time or have experienced ongoing financial problems, learn the steps to develop a financial recovery plan. Identify ways to increase income, decrease expenses, understand basic taxation, and rebuild your credit so you can build a solid financial foundation.

**Winning Resumes:** Learn how to create a resume and what an employer wants to see. Become familiar with multiple resume styles and cover letters. Learn how to successfully work with computerized ATS systems. Understand the importance of keywords and spend time developing your resume in class.

**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 that are transferable and applicable to what you want to do in your next job. You will take an assessment test that highlights your strengths and assess the skills you can transfer into another career.

**Networking/Hidden Job Market:** We 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."

**Interview Techniques:** This workshop covers the different types of interviews, what to expect, how to prepare and appropriate follow-up after your interview. You will learn the top questions interviewers ask and develop your winning response in class while taking part in a mock interview.

**LinkedIn Beginners:** Learn how to create a LinkedIn account and build your professional profile. You will learn about the basic features of LinkedIn, how to be found by hiring managers, how to proactively job search and how to expand your professional network. Students will work hands on building a LinkedIn profile.

**CalJOBS:** is a powerful job search and career exploration tool that can assist you to highlight your skills to attract employer inquiries. You can customize and upload multiple versions of your resume to suit multiple career paths and employers. CalJOBS includes a Career Explorer Analyzer and has access to free online training courses. In addition you can set up a virtual recruiter to notify you of job openings in your chosen field and apply. It's convenient as you can look for jobs from your smartphone with the CalJOBS mobile app. Learn how to use CalJOBS benefits and features to improve your job search strategic plan.

## -SPECIAL TOPIC WORKSHOPS-

**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)

**Meeting Your Financial Responsibilities** – Get helpful and practical information and find creative solutions to addressing your financial needs. Learn options for generating income, lowering financial responsibilities, reducing expenses, and identifying resources for coping with seasons of financial emergency, such as a loss of income. (Guest Speaker: **Kathleen High** from [www.dreams-goals.com](http://www.dreams-goals.com))

**Dale Carnegie Networking to your Personal Brand** – Learn how to strengthen your first impression, develop a Personal Branding Statement, and make the most of your networking connections (Guest Speaker Steve Thomas of Dale Carnegie of Orange County [oc.dalecarnegie.com](http://oc.dalecarnegie.com))

*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.*