

# 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 for Workshops by calling 714-241-4900.**

## July 2018 – Garden Grove

| Monday | Tuesday   | Wednesday  | Thursday   | Friday  |
|--------|---|--|--|---|
| 2      | 3   | 4  | 5  | 6   |
|        | 8:30 - 12:30 PM Winning Resumes<br>8:30 - 11:30 AM English Class  | <br>CENTER CLOSED  | 8:30 - 11:30 AM English Class<br>9:00 - 12:30 PM Interviewing Skills<br>2:00- 4:00 PM Transferrable Skills<br>2:00 - 4:00 PM Veteran Networking Club | 8:30 - 11:30 AM English Class<br>2:00 - 3:30 PM One-Stop/WIOA Orientation |
| 9      | 10  | 11   | 12   | 13  |
|        | 8:30 - 11:30 AM English Class<br>9:00 - 11:00 AM Successful Financial Strategies<br>1:00 - 3:00 PM LinkedIn Beginners | 8:30 - 11:30 AM English Class<br>9:30 - 11:00 AM One-Stop/WIOA Orientation<br>10:30 - 12:00PM CalJOBS/LMI (Prior registration required)  | 8:30 - 12:30 PM Winning Resumes<br>8:30 - 11:30 AM English Class<br>2:00 - 4:00 PM Networking/Hidden Job Market                                      | 8:30 - 11:30 AM English Class<br>2:00 - 3:30 PM One-Stop/WIOA Orientation |
| 16     | 17  | 18   | 19   | 20  |
|        | 8:30 - 11:30 AM English Class<br>8:30 - 12:00 PM Veteran Job Search<br>12:30 - 4:00 PM Interviewing Skills            | 8:30 - 11:30 AM English Class<br>9:30 - 11:00 AM One-Stop/WIOA Orientation<br>10:30 - 12:00PM Overcoming Barriers  | 8:30 - 11:30 AM English Class<br>8:30 - 12:30 PM Winning Resumes<br>10:30 - 12:00 PM Labor Market Info<br>2:00 - 4:00 PM Veteran Networking Club     | 8:30 - 11:30 AM English Class<br>2:00 - 3:30 PM One-Stop/WIOA Orientation |
| 23     | 24  | 25   | 26   | 27  |
|        | 8:30 - 11:30 AM English Class<br>9:00 - 11:00 AM Transferable Skills<br>1:00 - 3:00 PM LinkedIn Intermediate          | 8:30 - 11:30 AM English Class<br>9:30 - 11:00 AM One-Stop / WIOA Orientation<br>10:30 - 12:00PM CalJOBS/LMI (Prior registration required)<br>12:00 - 2:00 PM (Special Topic) When Skills are No Longer in Demand | 8:30 - 11:30 AM English Class<br>12:30 - 4:30 PM Winning Resumes   | 8:30 - 11:30 AM English Class<br>2:00 - 3:30 PM One-Stop/WIOA Orientation |
| 30     | 31  |  |  |   |
|        | 8:30 - 11:30 AM English Class<br>9:00 - 11:00 AM Networking/Hidden Job Market   |  |  |   |

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

To register for Workshops, and for more information, please call: 714-241-4900

**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 cover letters. Discover how to successfully work with computerized ATS systems. Understand the importance of keywords and spend time developing your resume in class.

**Interview Skills** - 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.

**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 jobseekers 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.

**LinkedIn—Beginner** - 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.

**LinkedIn—Intermediate** - Learn how to create a LinkedIn account and build your professional profile. You will learn about the features of LinkedIn- Intermediate 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 strategies.

**Successful Financial Strategies** - 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.

**English Class** - Open enrollment! This course is a Multi-level English class. Additional services will be provided for those who qualify. For questions please contact 714-241-4900

**\*CalJOBS<sup>SM</sup>/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. Please register at [www.caljobs.ca.gov](http://www.caljobs.ca.gov). This is a hands-on workshop – basic computer skills are needed.

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

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

**\*Overcoming Barriers** - This workshop prepares previously incarcerated job seekers to re-enter the job market and also includes resume preparation and how to answer interview questions.

**(Special Topic) When Skills Are No Longer in Demand** – Some job seekers find out mid-career or pre-retirement age that their careers and skills they have developed are no longer in demand. Should they try to find other employment, they may discover limited prospects with their current skill-set. In this workshop, participants will discover options, resources and activities that can help navigate through this transition and make decisions on the next steps. (*Guest speaker: Kathleen High* has been working with students, adults in transition, and the unemployed. Many of her educational and career resources are found at [www.dreams-goals.com](http://www.dreams-goals.com))

**\*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 (949) 341-8000. 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.*