

# 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 by **clicking the red button on the left** or calling 714-241-4900.

## May 2018 – Garden Grove

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	9:00 – 12:30 PM Interviewing Skills 1:00 -4:00 PM English Class 2:00 – 4:00 PM Transferrable Skills	9:30 – 11:00 AM One-Stop/WIOA Orientation 1:00 -4:00 PM English Class	8:30-12:30 PM Winning Resumes 1:00 - 4:00 PM English Class 2:00 – 4:00 PM Networking/Hidden Job Market 2:00 – 4:00 PM Veteran Networking Club	
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
1:00 -4:00 PM English Class	12:30-4:30 PM Winning Resumes 1:00 -4:00 PM English Class	10:30-12:00 PM CalJOBS/LMI (Prior registration required) 1:00 -4:00 PM English Class	9:00-12:30 PM Interviewing Skills 1:00 -4:00 PM English Class 2:00-4:00 PM Transferrable Skills	2:00 – 3:30 PM One-Stop/WIOA Orientation
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
1:00 -4:00 PM English Class	8:30 –12:00 PM Veteran Job Search 1:00 -4:00 PM English Class 2:00 – 4:00 PM Networking Hidden Job Market	9:30 – 11:00 AM One-Stop / WIOA Orientation 10:30 -12:00 PM Overcoming Barriers 1:00 -4:00 PM English Class	8:30-12:30 PM Winning Resumes 10:30-12:00 PM Labor Market Information 1:00 - 4:00 PM English Class 2:00 – 4:00 PM Veteran Networking Club 2:00-4:30 PM Interviewing Skills	
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
1:00 -4:00 PM English Class	9:00 – 12:30 PM Interviewing Skills 1:00 -4:00 PM English Class 2:00 - 4:00 PM Job Fair Preparation	10:30 - 12:00 PM CalJOBS/LMI (Prior registration required) 1:00 -4:00 PM English Class 2:00 - 4:00 PM (Special Topic) Unemployed and Looking for Answers	8:30-12:30 PM Winning Resumes 1:00 - 4:00 PM English Class 2:00 – 4:00 PM LinkedIn Beginners/Intermediate	2:00 – 3:30 PM One-Stop/WIOA Orientation
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	
	9:00 – 12:00 PM Successful Financial Strategies 1:00 -4:00 PM English Class	9:30 – 11:00 AM One-Stop / WIOA Orientation 1:00 -4:00 PM English Class	8:30-12:30 PM Winning Resumes 1:00 -4:00 PM English Class 2:00-4:30 PM Interviewing Skills	

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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.

**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 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.

**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.

**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** - 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. **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.

**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™/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. Prior registration required. Please register at [CalJOBS](#) and [www.oconestop.com](http://www.oconestop.com). This is a hands-on workshop – basic computer skills are needed.

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

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

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

**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. This is a hands-on workshop – basic computer skills are needed.

**(Special Topic) Job Fair Preparation Workshop** - Participants will learn about how to navigate job fair the gain the most from the Job Fair Event. This workshop focuses on the importance of knowing today's work environment and map out the steps that will help you plan for the best Job Fairs results enabling you to meet face to face with dozens of employers all in one day.

**((Special Topic) Unemployed and Looking for Answers**  
Special guest speaker invited to provide helpful advice on where to find information, resources and support. Job seekers can learn how to transition into a new career and how to address their educational needs and questions; how to address and meet financial, personal, and emotional needs; and how to discern what their priorities should be so they can decide what to do next. (*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 (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.*