




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

Orange County One-Stop Center • 17891 Cartwright • Irvine, CA • 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

May 2018 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
		2:00 – 4:00 PM Networking/Hidden Job Market	9:00 – 10:30 AM One Stop/WIOA Orientation 2:00 - 4:00 PM The Power of Cal/JOBS (Prior registration required)	9:00 – 11:00 AM Empowering You: Job Seekers Strategies 1:00 – 3:00 PM Transferrable Skills
7	8	9	10	11
2:30 - 4:00 PM Job Fair Preparation	2:00 – 3:30 PM One Stop/WIOA Orientation	8:30AM – 12:30 PM Winning Resumes 10:00 AM – 4:00 PM 2018 Annual Orange County Hiring Fair (OC Fair Grounds)		9:00AM – 12:30 PM Interviewing Skills
14	15	16	17	18
8:30AM – 12:30 PM Winning Resumes	2:00 - 4:00 PM (Special Topic) Reasons why you're NOT getting hired & what HR doesn't want you to know	9:00AM – 12:30 PM Interviewing Skills 1:00 – 5:00 PM Veterans Job Search	9:00 – 10:30 AM One Stop/WIOA Orientation 2:00 - 4:00 PM The Power of CalJOBS™ (Prior registration required)	9:00 – 11:00 AM LinkedIn for Beginners
21	22	23	24	25
1:00 – 3:00 PM Networking/ Hidden Job Market	2:00 – 3:30 PM One Stop / WIOA Orientation	9:00 – 11:00 AM Transferrable Skills 12:30 – 4:30 PM Winning Resumes	2:00 - 4:00 PM (Special Topic) Unemployed and Looking for Answers	
28	29	30	31	
	9:00 – 11:00 AM Financial Strategies	8:30AM – 12:30 PM Winning Resumes 2:00 – 4:00 PM LinkedIn for Intermediates	9:00 – 10:30 AM One Stop/WIOA 2:00 - 3:30 PM Job Fair Preparation	

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

To register for Workshops, and for more information, please email: IrvineWorkshops@oconestop.com

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 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.

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.

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.

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.

The Power of CalJOBS™ (Prior registration required): 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.

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

(Special Topic) Reasons why you're NOT getting hired & what HR doesn't want you to know
Participants get an insider's view of what it's like on the other side of the fence, The job search process can be confusing and intimidating. But the good news is that there are some little-known tips that can make the process a little more approachable.

(Special Topic #2) 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.)

(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.

***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.