



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

Orange County One-Stop Center • 17891 Cartwright Rd. Irvine, CA 92614 • 949-341-8000 • [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)

## February 2019 – Irvine

| Monday   | Tuesday  | Wednesday  | Thursday  | Friday  |
|--|--|--|---|---|
|  |  |  |   | 1   |
| 4  | 5  | 6  | 7   | 8   |
| <b>9:00– 12:00 PM</b> Resume Strategies<br><br><b>2:00 – 4:00 PM</b> Job Seeker Strategies   | <b>2:00 – 3:30 PM</b> One Stop/WIOA Orientation  | <b>2:00 – 4:00 PM</b> Networking (Your Personal Brand)   | <b>10:00 – 11:30 AM</b> LinkedIn Beginners  |   |
| 11   | 12   | 13   | 14  | 15  |
| <b>10:00 – 11:30 AM</b> One-Stop/WIOA Orientation  | <b>Office will be closed</b><br><br><i>Lincoln's Birthday</i> | <b>9:00– 12:00 PM</b> Resume Strategies  | <b>9:00 – 12:00 PM</b> Interviewing Skills<br><br><b>2:00 - 4:00 PM</b> The Power of CalJOBS <sup>SM</sup><br>(Prior registration required)       | <b>10:00 – 12:00 PM (Special Topic)</b><br><b>How to Find a State Job</b> |
| 18   | 19   | 20   | 21  | 22  |
| <b>In Observance Of</b><br><br><b>PRESIDENTS DAY</b><br><i>our offices will be closed</i> | <b>10:00 – 12:00 PM</b> FDIC Money Smart for Adults<br><br><b>2:00 – 3:30 PM</b> One Stop/WIOA Orientation                                     | <b>9:00 – 12:00 PM</b> Veterans Job Search   | <b>10:00 – 11:30 AM</b> LinkedIn Intermediate<br><br><b>2:00 - 4:00 PM</b> Labor Market Information (Prior registration Required)                 | <b>9:00 – 12:00 PM</b> Resume Strategies                                  |
| 25   | 26   | 27   | 28  | 1   |
| <b>9:00– 12:00 PM</b> Resume Strategies<br><br><b>2:00 – 4:00 PM</b> Transferable Skills   | <b>10:00 – 12:00 PM</b> Networking (Your Personal Brand)<br><br><b>2:00 – 4:00 PM</b> FDIC Money Smart for Adults                              | <b>9:00 – 12:00 PM</b> Interviewing Skills<br><br><b>9:00 – 3:00 PM</b> Federal/State Basic Payroll Tax Seminar (Employers ONLY) | <b>9:30 – 11:00 AM</b> One-Stop/WIOA Orientation<br><br><b>2:00 - 4:00 PM</b> The Power of CalJOBS <sup>SM</sup><br>(Prior registration required) |   |

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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 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.

**Resume Strategies** - 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.

**Interviewing 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 (Your Personal Brand)** - 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/Intermediate** - Learn how to create a LinkedIn account and build your professional profile. You will learn about the basic features of LinkedIn to expand your professional networking opportunities. You will also learn tips on how to utilize privacy settings on social networking sites to ensure successful job search strategies.

**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. Move from one stage to another in latest job search processes, tools and strategies as your life changes.

**FDIC Money Smart for Adults** – Provides participants with practical knowledge, skills-building opportunities, and resources they can use to manage their finances with confidence.

**\*The Power of CalJOBS<sup>SM</sup> (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. Learn how to use CalJOBS benefits and features to improve your strategic job search plan.

**\*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 will cover seven distinct steps you can take today to create a better resume, how to tailor that resume so that it garners the attention of the employer, and allows you to better focus your time and energy on preparing for the interview to help in GETTING THE OFFER! You will also learn a bit more about the process so that you are not "taken by surprise" in today's job search market.

**\*Federal/State Basic Payroll Tax Seminar (For Employers)** – Learn California payroll reporting requirements: forms (940, 941, 1099, W-2, W-4, W-9), employer obligations, reporting, and payment requirements. To make reservations, visit the EDD website at [www.edd.ca.gov/Payroll\\_Tax\\_Seminars/](http://www.edd.ca.gov/Payroll_Tax_Seminars/) or call 1-866-873-6083.

## **How to Find a State Job (Special Topic) -**

How to Find a State Job: This special topic workshop will cover the application process for State jobs. Learn about the hiring process, available jobs and skill set requirements and much more.

**\*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.*