

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

Orange County One-Stop Center • 6281 Beach Blvd. Suite 302 • Buena Park, CA 90621 • 714-562-9200 • [www.oconestop.com](http://www.oconestop.com)  
**Register at the Front Desk or by calling 714-562-9200 • Hours of Operation: Monday through Friday 8am-5pm**

## May 2015 – Buena Park

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	1
4	5	6	7	8
<b>2:00-3:00pm</b> –Workforce Readiness Workshop	<b>9:00- 10:00am</b> WIA Orientation <b>10:00 -11:00am</b> -ResCare Academy <b>2:00-3:00pm</b> Transferable Skills <b>3:00-4:00pm</b> - Networking/ Accessing the Hidden Job Market	<b>1:00- 2:00pm</b> - ResumeHero  <b>2:30-3:30pm</b> - Career Fair Etiquette	<b>9:00-10:00am</b> WIA Orientation <b>2:00-3:00pm</b> - Talent Market-WIA Invite Only <b>3:00-4:00pm</b> - Opening the Interview & Interview Questions	
11	12	13	14	15
<b>2:00-3:00pm</b> –Workforce Readiness Workshop	<b>9:00- 10:00am</b> WIA Orientation <b>10:00 -11:00am</b> -ResCare Academy <b>2:00-3:00pm</b> Transferable Skills <b>3:00-4:00pm</b> - Networking/ Accessing the Hidden Job Market	<b>1:00- 2:00pm</b> - ResumeHero <b>2:30-3:30pm</b> - Career Fair Etiquette  <b>JOB FAIR (10am – 1pm)</b> 24155 Laguna Hills Mall Laguna Hills, CA 92653	<b>9:00-10:00am</b> WIA Orientation <b>2:00-3:00pm</b> - Talent Market-WIA Invite Only <b>3:00-4:00pm</b> - Opening the Interview & Interview Questions	
18	19	20	21	22
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25	26	27	28	29
<b>CLOSED</b> <b>MEMORIAL DAY</b> 	<b>9:00- 10:00am</b> WIA Orientation <b>10:00 -11:00am</b> -ResCare Academy <b>2:00-3:00pm</b> Transferable Skills <b>3:00-4:00pm</b> - Networking/ Accessing the Hidden Job Market	<b>1:00- 2:00pm</b> - ResumeHero  <b>2:30-3:30pm</b> - Career Fair Etiquette	<b>9:00-10:00am</b> WIA Orientation <b>2:00-3:00pm</b> - Talent Market-WIA Invite Only <b>3:00-4:00pm</b> - Opening the Interview & Interview Questions	

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For more information, please call 714-562-9200

## **OC One-Stop Center/WIA Orientation**

The OC One-Stop Orientation will provide you with information about the Workforce Investment 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 interested in the Workforce Investment Act Program (WIA) or need more information about the center.

## **Workforce Readiness Workshop**

This workshop provides you with an overview of beginning your job search including networking, the hidden job market, identifying your transferable skills, and interview techniques.

## **Interview Skills**

Employment experts teach you how to sell yourself and overcome fear in interviewing. We teach you how to answer common interview questions. We also review the importance of making a good first impression and body language.

## **Career Fair Etiquette**

Employers make use of job fairs to attract and screen candidates. Job fairs offer an opportunity for contact with hundreds of candidates and the chance to select a few for intensive follow-ups. As a candidate, this workshop will give you tips to assist you in making a successful impression to find that job.

## **Networking/OC Hidden Job Market**

Did you know that 80% of all job openings are not advertised in traditional ways? Learn how to find the hidden job market and how to use your network to find employment opportunities.

## **ResCare Academy**

ResCare Academy is a free online tool available 24/7 that uses the following resources to make job seekers more attractive to employers: ResCare GED Academy; 4000+ Career Enhancement Courses; Training for more than 100 Workforce Industries; Math, English, Reading and Writing Enhancement Courses; & Professionally-Respected Certificates for Many Courses Completed.

## **Resume Hero/ Applicant Tracking Software (ATS)**

Using Resume Hero web-based resume writing tool, you will have access to suggested keywords and phrases to build a professional resume of your career goals, skills, experience and education. Job seekers will create a competitive resume from scratch that is sure to get past applicant tracking software (ATS) which many companies use to screen resumes and applications. Explore the resume from an employer's perspective, teaching to sell oneself into employment, convince employer that job seeker is the right match for the job applying for.

## **Transferable Skills**

This workshop will help you identify your skills and abilities and how they can apply to several different occupations and industries. You will also learn how to market your transferable skills.

*This WIA 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.*