



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

Orange County One-Stop Center • 125 Technology Drive, Ste. 200 • Irvine, CA 92618 • 949-341-8000 • [www.oconestop.com](http://www.oconestop.com) Register at the Front Desk or by calling 949-341-8000 • Hours of Operation: Monday 8:00am-7:00pm, Tuesday - Friday 8:00am-5:00pm

## March 2015 – Irvine

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b> 8:30-10:00am ResCare Academy 8:30am-2:30pm Resume Critique 10:30am-12:30pm Resume Hero/ATS 2:00-3:30pm One Stop Center/WIA Orientation	<b>3</b> 8:30-9:30am Talent Market (Referral Only) 8:30am-2:30pm Resume Critique 2:00-4:00pm Job Fair Preparedness	<b>4</b> 8:30-10:00am One Stop Center/WIA Orientation 8:30am-2:30pm Resume Critique 10:00am-12:00pm LinkedIn Beginner 12:00-1:00pm Toastmasters 1:30-3:30pm Resume Hero/ATS	<b>5</b> 10:30am-12:30pm Transferable Skills 2:00-3:00pm Resume Hero Open Lab	<b>6</b> 8:30-10:00am One Stop Center/WIA Orientation 9:00am-1:00pm Free Tax Preparation 10:00am-12:00pm Networking/Hidden Job Market 1:30-3:30pm Interview Techniques
<b>9</b> 8:30-10:00am ResCare Academy 8:30am-2:30pm Resume Critique 10:30am-12:30pm Resume Hero/ATS 2:00-3:30pm One Stop Center/WIA Orientation	<b>10</b> 8:30-9:30am Talent Market (Referral Only) 8:30am-2:30pm Resume Critique 2:00-4:00pm Job Fair Preparedness	<b>11</b> 8:30-10:00am One Stop Center/WIA Orientation 8:30am-2:30pm Resume Critique 10:00am-12:00pm Interview Techniques 12:00-1:00pm Toastmasters 1:30-3:30pm Resume Hero/ATS	<b>12</b> 10:30am-12:30pm Transferable Skills 2:00-3:00pm Resume Hero Open Lab	<b>13</b> 9:00am-1:00pm Free Tax Preparation 1:30-3:30pm Networking/Hidden Job Market
<b>16</b> 8:30-10:00am ResCare Academy 8:30am-2:30pm Resume Critique 10:30am-12:30pm Resume Hero/ATS 1:00-3:00pm Persons with Disabilities 2:00-3:30pm One Stop Center/WIA Orientation 2:00-4:00pm Job Fair Preparedness	<b>17</b> 8:30-9:30am Talent Market (Referral Only) 8:30am-2:30pm Resume Critique 1:30-3:30pm Interview Techniques	<b>18</b> <b>10:00AM-1:00PM JOB FAIR:</b> Fountain Valley Recreation Center 16400 Brookhurst Street Fountain Valley, CA 92708  8:30am-12:00pm Veteran JSW 8:30am-2:30pm Resume Critique 12:00-1:00pm Toastmasters	<b>19</b> 10:30am-12:30pm Transferable Skills 2:00-3:00pm Resume Hero Open Lab	<b>20</b> 8:30-10:00am One Stop Center/WIA Orientation 9:00am-1:00pm Free Tax Preparation 10:00am-12:00pm LinkedIn Beginner 1:30-3:30pm Networking/Hidden Job Market
<b>23</b> 8:30-10:00am ResCare Academy 8:30am-2:30pm Resume Critique 10:30am-12:30pm Resume Hero/ATS 2:00-3:30pm One Stop Center/WIA Orientation	<b>24</b> 8:30-9:30am Talent Market (Referral Only) 8:30am-2:30pm Resume Critique 1:30-3:30pm Networking/Hidden Job Market	<b>25</b> 8:30-10:00am One Stop Center/WIA Orientation 8:30am-2:30pm Resume Critique 10:00am-12:00pm Interview Techniques 12:00-1:00pm Toastmasters 1:30-3:30pm Resume Hero/ATS	<b>26</b> 10:30am-12:00pm Professional Networking Group 2:00-3:00pm Resume Hero Open Lab	<b>27</b> 9:00am-1:00pm Free Tax Preparation 10:00am-12:00pm Transferable Skills 2:00-3:00pm Talent Market (Referral Only)
<b>30</b> 8:30-10:00am ResCare Academy 8:30am-2:30pm Resume Critique 10:30am-12:30pm Resume Hero/ATS 2:00-3:30pm One Stop Center/WIA Orientation	<b>31</b> 8:30-9:30am Talent Market (Referral Only) 8:30am-2:30pm Resume Critique 1:30-3:30pm Interview Techniques	<b>1</b> 8:30-10:00am One Stop Center/WIA Orientation 8:30am-2:30pm Resume Critique 10:00am-12:00pm Networking/Hidden Job Market 12:00-1:00pm Toastmasters 1:30-3:30pm Resume Hero/ATS	<b>2</b> 10:30am-12:30pm Transferable Skills 2:00-3:00pm Resume Hero Open Lab	<b>3</b> 9:00am-1:00pm Free Tax Preparation 10:00am-12:00pm LinkedIn Beginner 2:00-3:00pm Talent Market (Referral Only)

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For more information, please call 949-341-8000

**One-Stop Center/WIA Orientation:** The One-Stop Center/WIA 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 are interested in the Workforce Investment Act Program (WIA) or need more information about the center.

**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.

**LinkedIn Beginner:** Learn how to create a LinkedIn-Beginner account and build your professional profile. You will learn about the basic features of LinkedIn-Beginner 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.

**Persons with Disabilities & Employment:** Understand the challenges that persons with disabilities face in their search for employment. The workshop assists you in understanding how to sell your abilities and reduce the focus of a disability. We provide techniques on how to squash fears and sell your skills and abilities.

**Resume Critique:** One on one critique of your resume must sign up in advance at the EDD helpdesk.

**Transferable Skills:** The concept of transferable skills is a vital job-search technique that all job-seekers should master, these are important for career changers and college students. Transferable skills are skills you have acquired during any activity in your life, virtually any skills that are transferable and applicable to what you want to do in your next job. You will take an assessment test that highlights your strengths and assess the skills you can transfer into another career.

**Networking/Hidden Job Market:** We will explore the local economy and its effects on job seekers. Ensure job seekers understand the need for urgency in their employment search and how to tap into the hidden job market. Emphasize the importance of using multiple methods of job search such as networking, Linked-in and contacting employers directly to secure employment.

**Interview Techniques:** Employment experts teach on how to overcome employer fears in an interview. How to sell yourself and show that you fit into the company culture during the interview. Using the power of language to frame the answer to a tricky question. What are hiring managers in 2015 looking for in a candidate? First impressions and body language are covered in this workshop. Ensure to sign up for a Mock interview with a consultant. *(Mock Interviews available upon request.)*

**New Beginnings:** It is true that a felony conviction can make it more difficult to find and secure employment; however you are not without options. You must exercise patience, persistence and honesty. In this workshop we discuss and examine changing the environment, job seeker options, completing the applications and what to say in the interview. *(Available upon request.)*

**Free Tax Preparation:** Prepare and File your Federal and State Taxes for Free with the help of professionals from Orange County United Way. Keep 100% of your refund by saving an average of \$200 or more in tax preparation fees. **To schedule an appointment, call (888) 434-8248.**