



Connecting job seekers and businesses to no-cost services.

# Free Career Workshops at the Orange County Workforce Solutions Center!

[www.oconestop.com](http://www.oconestop.com)

**Hours of Operation:** Mon, Tues, Thurs, Fri: 9am-6pm, Wed: 9am-8pm, Sat: 9am-1pm

**Register for workshops online at: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)**

## July 2022 - Garden Grove – Microsoft Teams Online

Register in CALJOBS: [www.caljobs.ca.gov](http://www.caljobs.ca.gov) to sign up or call (714) 241-4900 to register. CalJOBS & Appointment instructions are listed on back.

To see both on-site and virtual calendars, go to: [www.oconestop.com](http://www.oconestop.com) and click the “Calendar” tab OR go to [www.caljobs.ca.gov](http://www.caljobs.ca.gov) and follow the instructions on the back of this calendar.

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> 9:00 – 10:00 AM FDIC Modules 10:30 – 11:30 PM Mock Interview 1:00 – 2:00 PM Workforce Solutions Orientation 2:30 – 3:30 PM How to Resumes and Cover Letters 4:00 – 5:00 PM Resume Review
<b>4</b> 9:00 – 10:00 AM Resume Review 10:30 – 11:30 PM How to: Resumes and Cover Letters 1:00 – 2:00 PM Workforce Solutions Orientation 2:30 – 3:30 PM Soft Skills in the Workplace 4:00 – 5:00 PM Advanced Resume Language	<b>5</b> 9:00 – 10:00 AM ACT WorkKeys 10:30 – 11:30 PM Workforce Solutions Orientation 1:00 – 2:00 PM Mock Interview 2:30 – 3:30 PM Advanced Resume Language 4:00 – 5:00 PM Resume Review	<b>6</b> 9:00 – 10:00 AM Resume Review 10:30 – 11:30 PM Interview Tips and Best Practices 1:00 – 2:00 PM Workforce Solutions Orientation 2:30 – 3:30 PM Selling Your Strengths in an Interview 4:00 – 5:00 PM How to: Resumes and Cover Letters	<b>7</b> 9:00 – 10:00 AM Resume Review 10:30 – 11:30 PM Workforce Solutions Orientation 1:00 – 2:00 PM Soft Skills in the Workplace 2:30 – 3:30 PM Mock Interview 4:00 – 5:00 PM Best Job Search Practices	<b>8</b> 9:00 – 10:00 AM FDIC Modules 10:30 – 11:30 PM Mock Interview 1:00 – 2:00 PM Workforce Solutions Orientation 2:30 – 3:30 PM Selling Your Strengths in an Interview 4:00 – 5:00 PM Resume Review
<b>11</b> 9:00 - 10:00 AM Resume Review 10:30-11:30 AM Workforce Solutions Orientation 1:00-2:00 PM Selling Your Strengths in an Interview 2:30-3:30 PM Finding Transferable Skills 4:00-5:00 PM Navigating LinkedIn	<b>12</b> 9:00 - 10:00 AM ACT WorkKeys 10:30-11:30 AM Mock Interview 1:00-2:00 PM How to: Resumes and Cover Letters 2:30-3:30 PM Workforce Solutions Orientation 4:00-5:00 PM Resume Review	<b>13</b> 9:00 – 10:00 AM Resume Review 10:30 – 11:30 PM Interview Tips and Best Practices 1:00 – 2:00 PM Workforce Solutions Orientation 2:30 – 3:30 PM Selling Your Strengths in an Interview 4:00 – 5:00 PM FDIC Modules	<b>14</b> 9:00 – 10:00 AM Resume Review 10:30 – 11:30 PM Workforce Solutions Orientation 1:00 – 2:00 PM Interview Tips and Best Practices 2:30 – 3:30 PM Mock Interview 4:00 – 5:00 PM Identifying Career and Upskilling Opportunities	<b>15</b> 9:00 – 10:00 AM FDIC Modules 10:30 – 11:30 PM Mock Interview 1:00 – 2:00 PM Workforce Solutions Orientation 2:30 – 3:30 PM How to Resumes and Cover Letters 4:00 – 5:00 PM Resume Review
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**ACT WorkKeys** - Use the ACT WorkKeys to build essential skills for personal development and acquire skills critical to workplace success. ACT WorkKeys offers courses such as: Workplace Documents, Applied Math, and Literacy to receive certifications of course completion.

**Advanced Resume Language** – Take your resume to the next level by learning how to properly list your job descriptions. Learn about how to use action verbs to make your descriptions more captivating and show what you have achieved, rather than simply show what you have done.

**Best Job Search Practices** - This workshop is designed to assist job seekers who are interested in taking charge of their job search by: introducing you to the latest job search processes, tools, and strategies. Also, learn about how to attract recruiters to your resume and interact with them.

**FDIC Money Smart Modules** - These 14 self-paced, money smart modules provide participants with practical knowledge, skill-building opportunities, and resources that can be used to help manage finances with confidence.

**Modules 1, 2, 3:** Your Money Values and Influences, You Can Bank on It, Your Income and Expenses

**Modules 4, 5, 6:** Spending and Savings Plan, Your Savings, Credit Reports and Scores

**Modules 7, 8, 9:** Borrowing Basics, Managing Debt, Using Credit Cards

**Modules 10, 11, 12:** Building Your Financial Future, Protecting Your Identity and Assets, Making Housing Decisions

**Modules 13, 14:** Buying a Home, Disasters - Financial Prep. and Recovery

**Finding Transferable Skills** - Transferable skills are skills you have acquired during any activity in your life--virtually all skills are transferable and applicable to what you want to do in your next job. This workshop is all about finding those skills in your resume to apply them to other positions you may be interested in.

**How to: Resume and Cover Letters** - Learn how to create a resume and what employers want to see on that resume. Become familiar with multiple resume styles as well as cover letters. Understand the importance of key words to develop your resume.

**Identifying Career and Upskilling Opportunities** - Learn about the industries that boomed and bloomed despite the pandemic and what industries to keep an eye on for a future career. We also go over different training and certificate opportunities so you can get into those in-demand careers!

**Interview Tips and Best Practices** - This workshop covers the different aspects of interviews and virtual interviews: what to expect, how to prepare, what questions you should be asking, and appropriate follow-up techniques after your interview

**OC Job Club** - OC Job Club is a self-directed, relaxed, free networking group that connects you with other job seekers in the community while teaching you job search skills. The job club provides a place where job seekers can meet regularly with other career professionals to share job leads, provide support, and update their job search skills. All members begin by attending an orientation followed by a variety of workshops on such topics such as: How to Be Successful in Your Job Search, Improve Your Resume Writing Skills, Using New and Improved Interview Skills and Techniques

**Navigating LinkedIn** - LinkedIn is a free job search website that is capable of so much more! Learn how to create your profile, job search using different filters, tell if a job has been posted by a recruiter, how to network yourself professionally with friends, family, co-workers, and more!

You must have a CalJOBS account to attend Virtual workshops. If you have an account, go to [www.caljobs.ca.gov](http://www.caljobs.ca.gov) and log in on the top right. If you do not have an account, on the top right click on "Register New User". Scroll down and select Option 3 – Create a user Account- and choose the option that applies to you. If you have questions about registration, signing up for a workshop, workshop information, or canceling your workshop attendance please call 714-241-4900.

**To register for workshops in CalJOBS: 1) Log into your CalJOBS account and look at the left column, 2) Click on the My Resources Tab, 3) Click on Upcoming Events (this will take you to another page), 4) In the dropdown menu for Event Region, select Orange County Community Services Agency Special P, 5) For Event Office, scroll all the way down to the bottom and select Orange County One Stop Center (Garden Grove), 6) Leave everything else blank and click Filter. Now when you scroll down you should see the Garden Grove One-Stop Calendar, 7) Read the calendar carefully and sign up for the workshop you want by double clicking the workshop, scrolling all the way down, and clicking on the "Register" button.**

**Workforce Solutions Orientation** - The OC Workforce Solutions Orientation will provide you with information about our programs, educational opportunities, tools, and resources available to help you in your job search. You will also learn about the Workforce Innovation and Opportunity Act and services available at the Center through community resources and partners.

**Resume Review** - For those who need additional help with their resume and/or cover letter writing, this lab is for you! For those who have a resume, we can give you comments/suggestions/feedback on how to update and fix your resume. For those who don't have a resume, we can give you a template to start your resume writing journey! **\*Recommend: How to: Resumes and Cover Letters if you have never made a resume before.** \*\*For virtual attendees, this workshop will be done via [Email!](mailto:)

**SCORE: Business Courses** – If you are interested in opening your own business. These 3 workshops can assist you! Learn how to grow and promote your business from the ground up

**SCORE: Business Model Canvas:** The Business Model Canvas is a tool to identify all aspects of your start-up business. Lenders are starting to accept the BMC rather than a full Business Plan. Learn how to use the BMC to create your business, identify your Value Proposition for your competitive success, and check your Value Proposition to customer's needs.

**SCORE: How to Start your Business:** Do you have an idea for a business, or a hobby that you'd like to turn into a business? Perhaps you have a home-based business that you'd like to expand, or an existing business that could be doing better. Learn how to: Identify the market for your product or service, create an effective message that generates sales, a sales process proven to produce results, where to secure needed funding, avoid common mistakes made in choosing a business location, and structure your business - plus registration, licensing, taxes and insurance

**SCORE Business Marketing and Promotion:** Learn how to identify and attract customers to your product or service by finding their real wants and needs. Learn how to get your message to those target customers. Determine why they should want to buy from you and how to make them keep coming back!

**Selling Your Strengths in an Interview** - This workshop covers how to sell your strengths in an interview! Learn about the different types of interview questions, the goals of the questions, and how to incorporate your strengths and experiences into your answer. See examples of how you can strengthen your interview responses to stand out to employers.

**Soft Skills in the Workplace** - This workshop goes over the different types of soft skills, otherwise known as people skills, and what they look like in the workplace. We also go over how these skills (Organization, Leadership, and Teamwork) highlighted in your resume to show that you have the skills employers are looking for!

**Virtual Mock Interview** – A great way to practice interview skills as well as gain insight into what your job interview experience will be like. Mock Interviews will focus on questions pertaining to experience, character, and applicable skills, all while helping you conquer any interview anxieties. \*\*For On-site Virtual Mock Interviews, interviews will be hosted on-site. Clients will then be able to practice how to set up a virtual interview or proceed with the interview in-person

*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.*