

# Yolo County One-Stop Career Workshop Calendar

500-A Jefferson Boulevard, West Sacramento, CA 95605

To Register Contact: Sandy Jack @ (530) 661-2750, Ext. 4359



## May 2014

Monday	Tuesday	Wednesday	Thursday	Friday
28 Career Exploration Day 1, 9am-4pm	29 Career Exploration Day 2, 9am-4pm	30 Career Exploration Day 3, 9am-4pm	1 Career Exploration Day 4, 9am-4pm	2 Introduction to VOS / Resumé Day 5, 9am-4pm
5 Application Day 6, 9am-4pm	6 Resumé Day 7, 9am-4pm	7 Interview Techniques Day 8, 9am-4pm	8 Interview Techniques Day 9, 9am-4pm	9 Transition to Employment Center / Hidden Job Market Day 10, 9am-4pm
12	13 Summary Review Application / Resumé 9am-12pm	14 Summary Review Interview Techniques 9am-12pm	15	16
19	20	21	22	23
26 <b>HOLIDAY</b> Memorial Day 	27 Career Exploration Day 1, 9am-4pm	28 Career Exploration Day 2, 9am-4pm	29 Career Exploration Day 3, 9am-4pm	30 Introduction to VOS / Resumé Day 4, 9am-4pm

Employment Center is open Monday through Friday, 8am to 4pm, except Holidays

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## **Employment Center – Main Lobby Mon-Fri, 8am-4pm**

Employment Center Staff are available to assist participants in job search techniques and computer research. Resources include Internet access, job leads, on-site recruitments, and help wanted ads from regional newspapers. Telephones and a copy/fax machine are also available for employment-related activities only.

### **Workshops begin promptly at 9am**

**Please arrive by 8:45am to reserve your seat**

## **Career Exploration – Room Workshop 4 9am-4pm**

A ten-day workshop where participants explore their interests, skills, values, barriers, and the labor market to determine an appropriate career goal. Basic computer skills are encouraged. *Days 1-4* focus on Career Exploration. Other topics to be explored during the ten-day workshop include:

## **Introduction to VOS System – Room Workshop 4 9am-4pm**

*On day 5*, participants will be introduced to the Employment Center and the Yolo Works Virtual One-Stop (VOS) system. You will learn how to create an on-line resumé and navigate the VOS system for job search.

## **Application and Resumé – Room Workshop 4 9am-4pm**

*On days 6 and 7*, participants will develop and fine tune their master application and resumé with the assistance of trained staff. You are encouraged to bring a list of work history and educational information.

## **Interview Techniques – Room Workshop 4 9am-4pm**

*On days 8 and 9*, participants will learn how to prepare, relax, and communicate effectively with employers during an interview. You will learn how to develop acceptable replies for hard to answer questions.

## **Transition to Employment Center / Hidden Job Market – Room Workshop 4 9am-4pm**

*On day 10*, participants will receive an overview of job search techniques, how to look for work, and the fundamentals of the Hidden Job Market. A tour of the Employment Center will show you where to find the tools you will need and the process.

## **Summary / Review of Application / Resumé 9am-12pm**

A three-hour workshop where participants will review their applications and resumé.

## **Summary / Review of Interview Techniques 9am-12pm**

A three-hour workshop where participants prepare and learn to communicate effectively with employers during interviews.



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