

# 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



## July 2014

Monday	Tuesday	Wednesday	Thursday	Friday
<div style="border: 2px dashed red; padding: 5px; background-color: red; color: white; text-align: center;">                     Application                      Day 6, 9am-4pm  </div>	<b>1</b> Resumé Day 7, 9am-4pm	<b>2</b> Interview Techniques Day 8, 9am-4pm	<b>3</b> Interview Techniques Day 9, 9am-4pm	<b>4</b> <b>HOLIDAY</b> Independence Day 
	<b>8</b> Summary Review Application / Resumé 9am-12pm	<b>9</b> Summary Review Interview Techniques 9am-12pm	<b>10</b>	<b>11</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>21</b> Career Exploration Day 1, 9am-4pm	<b>22</b> Career Exploration Day 2, 9am-4pm	<b>23</b> Career Exploration Day 3, 9am-4pm	<b>24</b> Career Exploration Day 4, 9am-4pm	<b>25</b> Introduction to VOS / Resumé Day 5, 9am-4pm
<b>28</b> Application Day 6, 9am-4pm	<b>29</b> Resumé Day 7, 9am-4pm	<b>30</b> Interview Techniques Day 8, 9am-4pm	<b>31</b> Interview Techniques Day 9, 9am-4pm	<div style="border: 2px dashed red; padding: 5px; background-color: red; color: white; text-align: center;"> <b>1</b>                      Transition to                      Employment Center /                      Hidden Job Market                      Day 10, 9am-4pm  </div>

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 resúmes.

## **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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