



Yolo County One-Stop Career Workshop Calendar

500-A Jefferson Boulevard, West Sacramento, CA 95605

August 2014

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

Monday	Tuesday	Wednesday	Thursday	Friday
28 Application Day 6, 9am-4pm	29 Resumé Day 7, 9am-4pm	30 Interview Techniques Day 8, 9am-4pm	31 Interview Techniques Day 9, 9am-4pm	1 Transition to Employment Center / Hidden Job Market Day 10, 9am-4pm
4	5 Summary Review Application / Resumé 9am-12pm	6 Summary Review Interview Techniques 9am-12pm	7	
11	12	13	14	
18 Career Exploration Day 1, 9am-4pm	19 Career Exploration Day 2, 9am-4pm	20 Career Exploration Day 3, 9am-4pm	21 Career Exploration Day 4, 9am-4pm	
25 Application Day 6, 9am-4pm	26 Resumé Day 7, 9am-4pm	27 Interview Techniques Day 8, 9am-4pm	28 Interview Techniques Day 9, 9am-4pm	29 Transition to Employment Center / Hidden Job Market Day 10, 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.



Building Better Lives • Building Better Communities

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