



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

December 2014

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 <i>Summary Review Application / Resumé 9am-12pm</i>	3 <i>Summary Review Interview Techniques 9am-12pm</i>	4	5
8 <i>Career Exploration Day 1, 9am-4pm</i>	9 <i>Career Exploration Day 2, 9am-4pm</i>	10 <i>Career Exploration Day 3, 9am-4pm</i>	11 <i>Career Exploration Day 4, 9am-4pm</i>	12 <i>Career Exploration Day 5, 9am-4pm</i>
15 <i>Application Day 6, 9am-4pm</i>	16 <i>Resumé Day 7, 9am-4pm</i>	17 <i>Interview Techniques Day 8, 9am-4pm</i>	18 <i>Interview Techniques Day 9, 9am-4pm</i>	19 <i>Hidden Job Market Day 10, 9am-4pm</i>
22 <i>Supervised Job Search Day 11, 9am-4pm</i>	23 <i>Supervised Job Search Day 12, 9am-4pm</i>	24 <i>Supervised Job Search Day 13, 9am-4pm</i>	25 HOLIDAY <i>Christmas Day</i> 	26
29 	30 <i>Summary Review Application / Resumé 9am-12pm</i>	31 <i>Summary Review Interview Techniques 9am-12pm</i>	1 HOLIDAY <i>New Year's Day</i> 	2

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

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500-A Jefferson Boulevard, West Sacramento, CA 95605 • (916) 375-6200

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. A copy/fax machine is also available for employment-related activities only.

Workshops begin promptly at 9am

Please arrive by 8:45am to reserve your seat

Week One

Career Exploration – Room Workshop 4 9am-4pm

This is a fifteen-day workshop that is divided into three sections. The first section, days 1-5, focuses on Career Exploration. Participants explore skills, personalities, values, interests, barriers, and the labor market to identify appropriate career goals. Other topics to be explored during the fifteen-day workshop include:

Week Two

Applications and Resumés – 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.

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.

Week Three

Job Searching – Room Workshop 4 9am-4pm

On day 11, 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. *On days 12-15*, participants will utilize the skills they have learned to begin intensive Job Searching with assistance from facilitators.

Summary / Review

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

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

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