



# Yolo County One-Stop Career Workshop Calendar

25 North Cottonwood St., Woodland, CA 95695, (530) 661-2750  
 To register contact: Sandy Jack @ (530) 661-2750, Ext. 4359

## January 2015

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1 <b>HOLIDAY</b> New Year's Day <b>HAPPY NEW YEAR</b>	2
5 Career Exploration Day 1, 9am-4pm	6 Career Exploration Day 2, 9am-4pm	7 Career Exploration Day 3, 9am-4pm	8 Career Exploration Day 4, 9am-4pm	9 Career Exploration Day 5, 9am-4pm
12 Application Day 6, 9am-4pm	13 Resumé Day 7, 9am-4pm	14 Interview Techniques Day 8, 9am-4pm	15 Interview Techniques Day 9, 9am-4pm	16 Hidden Job Market Day 10, 9am-4pm
19 <b>HOLIDAY</b> Martin Luther King Day 	20 Supervised Job Search Day 11, 9am-4pm	21 Supervised Job Search Day 12, 9am-4pm	22 Supervised Job Search Day 13, 9am-4pm 	23 Supervised Job Search Day 14, 9am-4pm
26	27 Summary Review Application / Resumé 9am-12pm	28 Summary Review Interview Techniques 9am-12pm	29 	30

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

# Yolo County One-Stop Career Center Workshop Calendar

25 North Cottonwood Street, Woodland, CA 95695 • (530) 661-2656

## **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 176      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 176      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 176      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 176      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 176      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

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