

# 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

## February 2015

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>2</b>                      Career Exploration                      Day 1, 9am-4pm</p> <p><i>Groundhog Day</i></p> 	<p><b>3</b>                      Career Exploration                      Day 2, 9am-4pm</p>	<p><b>4</b>                      Career Exploration                      Day 3, 9am-4pm</p>	<p><b>5</b>                      Career Exploration                      Day 4, 9am-4pm</p>	<p><b>6</b>                      Career Exploration                      Day 5, 9am-4pm</p>
<p><b>9</b>                      Application                      Day 6, 9am-4pm</p>	<p><b>10</b>                      Resumé                      Day 7, 9am-4pm</p>	<p><b>11</b>                      Interview Techniques                      Day 8, 9am-4pm</p>	<p><b>12</b>                      Interview Techniques                      Day 9, 9am-4pm</p>	<p><b>13</b>                      Hidden Job Market                      Day 10, 9am-4pm</p> <p><i>Valentine's Day Eve</i></p> 
<p><b>16</b>  <b>HOLIDAY</b>                      Presidents' Day</p> 	<p><b>17</b>                      Supervised Job Search                      Day 11, 9am-4pm</p>	<p><b>18</b>                      Supervised Job Search                      Day 12, 9am-4pm</p>	<p><b>19</b>                      Supervised Job Search                      Day 13, 9am-4pm</p>	<p><b>20</b>                      Supervised Job Search                      Day 14, 9am-4pm</p>
<p><b>23</b></p>	<p><b>24</b>                      Summary Review                      Application / Resumé                      9am-12pm</p>	<p><b>25</b>                      Summary Review                      Interview Techniques                      9am-12pm</p>	<p><b>26</b></p>	<p><b>27</b></p>

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. 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

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