






# Yolo County One-Stop Career Workshop Calendar

25 North Cottonwood St., Woodland, CA 95695 (530) 661-2750

500-A Jefferson Boulevard, West Sacramento, CA 95605

To register contact: Sandy Jack, (530) 661-2750, Ext. 435

## August 2015

Monday	Tuesday	Wednesday	Thursday	Friday
3 Supervised Job Search <i>Day 11, 9am-4pm</i>	4 Supervised Job Search <i>Day 12, 9am-4pm</i>	5 Supervised Job Search <i>Day 13, 9am-4pm</i>	6 Supervised Job Search <i>Day 14, 9am-4pm</i>	7 Supervised Job Search <i>Day 15, 9am-4pm</i>
10 	11 Summary Review Application / Resumé <i>9am-12pm</i>	12 Summary Review Interview Techniques <i>9am-12pm</i>	13 	14 
17 Career Exploration <i>Day 1, 9am-4pm</i>	18 Career Exploration <i>Day 2, 9am-4pm</i>	19 Career Exploration <i>Day 3, 9am-4pm</i>	20 Career Exploration <i>Day 4, 9am-4pm</i>	21 Career Exploration <i>Day 5, 9am-4pm</i>
24 Application <i>Day 6, 9am-4pm</i>	25 Resumé <i>Day 7, 9am-4pm</i>	26 Interview Techniques <i>Day 8, 9am-4pm</i>	27 Interview Techniques <i>Day 9, 9am-4pm</i>	28 Hidden Job Market <i>Day 10, 9am-4pm</i>
31 Supervised Job Search <i>Day 11, 9am-4pm</i>	1 Supervised Job Search <i>Day 12, 9am-4pm</i>	2 Supervised Job Search <i>Day 13, 9am-4pm</i>	3 Supervised Job Search <i>Day 14, 9am-4pm</i>	4 Supervised Job Search <i>Day 15, 9am-4pm</i>

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

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500-A Jefferson Boulevard, **West Sacramento**, CA 95605

**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 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 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 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 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

**Introduction to VOS System / Job Searching 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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