





Yolo County One-Stop Career Workshop Calendar

25 North Cottonwood St., Woodland, CA 95695

500-A Jefferson Boulevard, West Sacramento, CA 95605

To register contact: Victoria Rochester @ (530) 661-2750, Ext. 4359

July/August 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3 - July		5	6 LOOK at these: → And "go for the money" on 7/7 and 8/4!	7 Financial Literacy #2 \$\$\$ 9am-12pm in West Sac, Rm 165 1-4:00pm in Woodland Rm 176 Money Management: checking & savings accounts, writing checks, e-services, preventing ID theft, etc.
10 Career Exploration – Day 1 9am-12pm – Learning Styles, Assessments 1pm-4pm Communication, Employer Expectations & Assertiveness	11 Career Exploration – Day 2 9am-12pm – Skills Identification Assessments 1pm-4pm - Work Interests & True Colors	12 Career Exploration – Day 3 9am-12pm – True Colors (cont), Work Personalities & Goals 1pm-4pm – CommuniCare #2/14 Communication and My Emotions	13 Career Exploration – Day 4 9am-12pm – Work Values 1pm-4pm – Occupational Investigations, Plan of Action & Road to Success	14 Career Exploration – Day 5 9am-12pm – Money Habitudes, Budgets and Your Future 1pm-4pm – Overcoming Barriers to Employment
17 Competitive Job Search Day 1 9am-12pm – Job Goals, Poison Words, Applications 1pm-4pm – Applications contd., Learning from Rejection, References, Letters of Recommendation	18 Competitive Job Search Day 2 9am-12pm Resume Uses, Information & Styles of Resumes 1pm-4pm – Resumes contd., Preparing Your Resume, Cover Letters or Emails	19 Competitive Job Search Day 3 9am-12pm Intro to Interviewing, D.E.E.P. & Common Questions 1pm-4pm – CommuniCare #3/14 Conflict Resolution, Building & Maintaining Relationships	20 Competitive Job Search Day 4 9am-12pm Food Literacy (Wldd) + Practicing D.E.E.P. & Interview Techniques 1pm-4pm – Food Literacy (West Sac) + Difficult Questions & Interview Follow-up	21 Competitive Job Search Day 5 9am-12pm 9-Dot, Hidden Job Market, Contacting ERs, TheHook 1pm-4pm WIOA Orientation, CalJOBS & Yolo Works Registration
24 Active Job Searching & Modules 9am-12pm Resume & Cover Mail Summary Review 1pm-4pm First Day at Work & How to Keep Your Job	25 Active Job Searching & Modules 9am-12pm – Computer Basics (including Typing Tests, GCF, Mavis Beacon & Alison E-Learning 1pm-4pm Job Searching 	26 Active Job Searching & Modules 9am – 12pm Time Management 1pm-4pm – CommuniCare #4/14 Refusal Skills, Boundaries & Assertiveness	27 Active Job Searching & Modules 9am-12pm – Application & References Summary Review 1pm-4pm – Active Job Searching	28 Active Job Searching & Modules 10-11am Education Connections (WCC in Woodland only) 9am-12pm Active Job Searching 1:00pm-4pm – Employer Presentations
31 Active Job Searching & Modules 9am – 12pm Social Media and Your Job Search 1pm-4pm – Active Job Searching	1- August Active Job Searching & Modules 9am-12pm – Identifying my Stressors & Stress Reduction 1pm-4pm – Active Job Searching	2 Active Job Searching & Modules 9am-12pm Active Job Searching 1pm-4pm – CommuniCare #5/14 Refusal Process, Skills and After You Say "No"	3 Active Job Searching & Modules 9am-12pm – Resume & Cover Mail Summary Reviews 1pm-4pm – Active Job Searching	4 Financial Literacy #3 \$\$\$ 9am-12pm in West Sac, Rm 165 1-4:00pm in Woodland Rm 176 Your credit scores and reports, credit cards, getting & fixing your credit history, debt consolidations & repayments, & types of loans.

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

Employment Center – Main Lobby Mon-Fri, 8am-4pm

Employment Center Staff are available to assist participants with computer research and job search techniques such as applications, cover letters, resumés, interview preparation and debriefing, and scannable documents. Resources include Internet access, job leads, on-site recruitments, help wanted ads from regional newspapers, and typing tests. 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

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**Starts on Monday of the first full week of the month –
Monday thru Friday**

Career Exploration

9am-4pm

This is a five-day workshop that focuses on comprehensive career exploration. Participants identify their skills, personalities, values, interests, barriers, labor market information, and financial literacy – and then make informed choices related to their short- and long-term employment goals.



Building Better Lives • Building Better Communities

Competitive Job Search Techniques

9am-4pm

Applications: Participants will develop and fine tune their master application, as well as their list of references.

Resume: Participants will be able to create resumés and cover letters or emails with the assistance of trained staff. You are encouraged to bring a list of your work history and educational information.

Interview Techniques: Participants will learn how to prepare for and communicate positively and effectively with employers during an interview.

Hidden Job Market: Participants will receive an overview of job search techniques, how to look for work, and the fundamentals of the Hidden Job Market in order to be competitive while job searching.

Modules – will be either 9:00 am – 12:00 noon, or 1:00 – 4:00 pm. Please come a few minutes early to reserve your seat. This month's **Food Literacy** is about nutrition, reading labels, shopping on a shoestring budget, cooking with seasonal produce plus recipes and delicious food tasting. July's **Money Literacy #2** is about how you can manage your money. Learn about using checking and savings accounts, managing debit and ATM cards, writing checks, using e-services, understanding the costs involved in check cashing, and preventing identify theft. Then August's **Money Literacy #3** is about getting and interpreting your credit scores and reports, applying for credit cards and credit, getting and fixing your credit history, debt consolidations and repayments, and various types of loans.

The four modules provided by CommuniCare on **Wednesday afternoons** will be about positive/negative communication and the effect of our emotions in communication; conflict resolution, building and maintaining relationships, boundaries and assertiveness, the refusal process: skills and after you say "no" Additionally, there are modules which are condensed reviews of various job searching tools (see front), or topics such as time management, social media, first day at work, stressors and stress reduction, and computer basics.