



# Yolo County One-Stop Career Workshop Calendar

25 North Cottonwood Street, Woodland, CA 95695  
 500-A Jefferson Boulevard, West Sacramento, CA 95605  
 To register contact: Sandra Jack @ (530) 661-2750 ext. 4049

## December 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<b>26 November</b> <b>Career Exploration</b> Day 1 of 5 <i>9am-4pm</i> <i>(see list of topics for the C.E. workshop on the back)</i>	<b>27 November</b> <b>Career Exploration Day 2 of 5</b> <i>9am-4pm</i> <i>1pm-4pm CommuniCare #9/14</i> <i>How to Make Decisions &amp; What is My Decision-Making Style?</i>	<b>28 November</b> <b>Career Exploration</b> Day 3 of 5 <i>9am-4pm</i>	<b>29 November</b> <b>Career Exploration</b> Day 4 of 5 <i>9am-4pm</i>	<b>30 November</b> <b>Career Exploration</b> Day 5 of 5 <i>9am-4pm</i>
<b>3</b> <b>Competitive Job Search for Applications, References and Letters of Recommendation</b> <i>9am-4pm</i>	<b>4</b> <b>Competitive Job Search Resumes, Cover Letters &amp; Emails -</b> <i>9am-12pm</i>	<b>5</b> <b>Competitive Job Search for Interviewing -</b> <i>9am-4pm</i>	<b>6</b> <b>Competitive Job Search for Interviewing Techniques and Practice</b> <i>9am-4pm</i>	<b>7</b> <b>Competitive Job Search Techniques</b> <i>9am-4pm</i> <i>-finding employers in Yolo County industry clusters &amp; pathways</i>
<b>10</b> <i>9am-12pm Computer Basics -Typing Tests, Mavis Beacon, GCF &amp; Alison E-learning</i> <i>1pm-4pm Active Job Searching</i>	<b>11</b> <i>9am-12pm Resume Summary Review</i> <i>1pm-4pm CommuniCare #10/14</i> <i>Cont'd Decision Making: Step &amp; Learning From Your Decisions</i>	<b>12</b> <i>9am-12pm Succeeding on your first day at work &amp; keeping your job</i> <i>1pm-4pm Active Job Searching</i>	<b>13</b> <i>9am-12pm Time Management</i> <i>1pm -4pm Applications and References Summary Review</i>	<b>14</b> <i>9am-12pm Active Job Searching</i> <i>1pm-4pm Employer Presentations &amp; Active Job Searching</i>
<b>17</b> <i>9am-12pm Social Media and your Job Search</i> <i>1pm-4pm Active Job Searching</i>	<b>18</b> <i>9am-12pm Active Job Searching</i> <i>1pm-4pm CommuniCare #11/14</i> <i>Introduction to Setting and Attaining Goals</i>	<b>19</b> <i>9am-12pm Identifying stressors &amp; stress reduction techniques</i> <i>1pm-4pm Active Job Searching</i>	<b>20</b> <i>9am-12pm Resume and Cover Email or Letter Summary Review</i> <i>1pm-4pm Active Job Searching</i>	<b>21</b> <i>9am-4pm Active Job Searching</i>
<b>24</b> <i>Christmas Eve Day</i> <i>Offices Closed</i> 	<b>25</b>  <i>Christmas Day</i> <i>Offices Closed</i>	<b>26</b> <i>National Thank You Note Day</i> 	<b>27</b>	<b>28</b> <i>National Card Playing Day</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 with computer research and job search techniques such as applications, cover letters, resumé, interview preparation and debriefing, and scannable documents. Resources include Internet access, job leads, on-site recruitments, current recruitments and job openings. Typing tests are administered on site. For job seekers' use, staff have identified employers in various Yolo County industries and career pathways. A copy/fax machine is also available for employment-related activities.

### **Workshops begin promptly at 9am**

**Please arrive by 8:45am to reserve your seat**

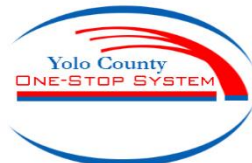
**To Register Contact:**

Eileen Whitfield @ (530) 661-2750, Ext. 4359 for Woodland  
Yuliya Balabanova @ 916-375-6255 for West Sacramento

## **Career Exploration**

**9am-4pm**

This is a 4.5-day workshop that focuses on comprehensive career exploration. Participants identify their skills, work personalities, work values, career interests, barriers to employment, and labor market information. Using electronic occupational investigations, they make informed choices related to their short- and long-term employment goals, and prepare plans of action. Participants also learn work communication, their money habits, and prepare realistic budgets.



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## **Competitive Job Search Techniques      9am-4pm**

**Applications:** Participants will develop and fine tune their master applications, as well as their list of references and letters of recommendation.

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

**Interview Techniques:** Participants will learn how to prepare for and communicate positively and effectively with employers during an interview, including frequently asked and difficult questions or situations. Follow-up techniques are learned.

**Hidden Job Market:** Participants will receive an overview of job search techniques in order to be competitive while job searching; how to look for work, and ways to find the hidden job market, and employers within various Yolo County industry clusters as well as career pathways.

## **Active Job Search and Modules      9am-12pm & 1pm-4pm**

Participants will be working in small groups with career counselors to find employment. The group will be introduced to online job search including the Yolo Works Virtual One-Stop (VOS) and CalJOBS systems. Participants will create a daily plan specific to their individual job search needs. Activities will include: actively job searching, sharing job leads, learning about community resources, hearing job leads from local employers, participating in job search group discussions, and accessing job-related on-line learning.

See various modules topics which are listed on the dates/times they will occur on the front of this calendar.

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