








# 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: Sandy Jack @ (530) 661-2750, ext. 4049

## February 2019

Monday	Tuesday	Wednesday	Thursday	Friday
28 January	29 January	30 January	31 January	1  <i>National Wear Red Day for Women</i> (Groundhog Day: Saturday, Feb. 2)
4 Career Exploration Day 1 of 5: <u>9am-4pm</u>  (On the backside is a list of topics for the Career Exploration workshop.)	5 Career Exploration Day 2 of 5: <u>9am-4pm</u>	6 Career Exploration Day 3 of 5: <u>9am-4pm</u>	7 Career Exploration Day 4 of 5: <u>9am-4pm</u>  	8 Career Exploration Day 5 of 5: <u>9am-4pm</u>
11 Competitive Job Search for Applications, References and Letters of Recommendation: <u>9am-4pm</u>	12 Competitive Job Search for Résumés, Cover Letters and Emails: <u>9am-12pm</u> <u>1pm-4pm</u> : CommuniCare Personal Responsibilities and Fulfilling your Responsibilities	13 Competitive Job Search for Interviewing: <u>9am-4pm</u>	14 Competitive Job Search for Interviewing Techniques and Practice: <u>9am-4pm</u> <i>Happy Valentine's Day!</i> 	15 Competitive Job Search Techniques: <u>9am-4pm</u>
18 <b>Presidents' Day</b> (Observed - Offices Closed) 	19 <u>9am-12pm</u> : Résumé Summary Review <u>1pm-4pm</u> : CommuniCare Interpersonal Skills and Managing Emotions	20 <u>9am-12pm</u> : Succeeding on your First Day at Work and Keeping your Job <u>1pm-4pm</u> : Active Job Searching	21 <u>9am-12pm</u> : Time Management <u>1pm- 4pm</u> : Active Job Search	22 <u>9am-4pm</u> : Active Job Searching
25 <u>9am-12pm</u> : Social Media and your Job Search <u>1pm-4pm</u> : Active Job Searching	26 <u>9am-12pm</u> : Active Job Searching <u>1pm-4pm</u> : CommuniCare Conflict Resolution, Building and Maintaining Relationships	27 <u>9am-12pm</u> : Identifying Stressors and Stress Reduction Techniques <u>1pm- 4pm</u> : Active Job Searching	28 Active Job Search: <u>9am-4pm</u>  <i>National Tooth Fairy Day</i>	1 March Active Job Search: <u>9am-4pm</u>

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 with computer research and job search techniques such as applications, cover letters, résumés, 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:**

Sandy Jack @ (530) 661-2750, ext. 4049

## **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 habitudes, and prepare realistic budgets.



Building Better Lives • Building Better Communities

## **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 résumés 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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