



# 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

## March 2019

Monday	Tuesday	Wednesday	Thursday	Friday
25 February	26 February	27 February	28 February	1
<b>4</b> Career Exploration Day 1 of 5: <u>9am-4pm</u>  <i>(On the backside is a list of topics for the Career Exploration workshop.)</i>	<b>5</b> Career Exploration Day 2 of 5: <u>9am-4pm</u>	<b>6</b> Career Exploration Day 3 of 5: <u>9am-4pm</u>	<b>7</b> Career Exploration Day 4 of 5: <u>9am-4pm</u>	<b>8</b> <u>International Women's Day</u> Career Exploration Day 5 of 5: <u>9am-4pm</u>  
<b>11</b> Competitive Job Search for Applications, References and Letters of Recommendation: <u>9am-4pm</u>	<b>12</b> Competitive Job Search for Résumés, Cover Letters and Emails: <u>9am-12pm</u>  <u>1pm-4pm</u> : CommuniCare	<b>13</b> Competitive Job Search for Interviewing: <u>9am-4pm</u>  	<b>14</b> Competitive Job Search for Interviewing Techniques and Practice: <u>9am-4pm</u>	<b>15</b> Competitive Job Search Techniques: <u>9am-4pm</u>  (Finding Employers in Yolo County Industry Clusters and Pathways)
<b>18</b> <u>9am-12pm</u> : Computer Basics <i>(Typing Tests, Mavis Beacon, GCF and Alison E-learning)</i>  <u>1pm-4pm</u> : Active Job Searching	<b>19</b> <u>9am-12pm</u> : Résumé Summary Review  <u>1pm-4pm</u> : CommuniCare	<b>20</b> <u>9am-12pm</u> : Succeeding on your First Day at Work and Keeping your Job  <u>1pm-4pm</u> : Active Job Searching	<b>21</b> <u>9am-12pm</u> : Time Management  <u>1pm- 4pm</u> : Applications and References Summary Review	<b>22</b> <u>9am-12pm</u> : Active Job Searching  <u>1pm-4pm</u> : Employer Presentations and Active Job Searching
<b>25</b> <u>9am-12pm</u> : Social Media and your Job Search  <u>1pm-4pm</u> : Active Job Searching	<b>26</b> <u>9am-12pm</u> : Active Job Searching  <u>1pm-4pm</u> : CommuniCare	<b>27</b> <u>9am-12pm</u> : Identifying Stressors and Stress Reduction Techniques  <u>1pm- 4pm</u> : Active Job Searching	<b>28</b> <u>Something on a Stick Day</u>   Active Job Search: <u>9am-4pm</u>	<b>29</b> 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:**

**Sandra 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.



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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 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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