





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

May 2019

	Tuesday	Wednesday	Thursday	Friday
29 April	30 April	1  Happy May Day	2	3
6 Goals Assessment Day 1 9am-4pm	7 Goals Assessment Day 2 9am-4pm	8 How to Write a Résumé 9am-4pm	9 Interview Tips & Tricks 9am-4pm	10 Mock Interviews 9am-4pm
13 Résumé Review 9am-12pm	14 How to Find a Job 9am-12pm How to Keep Your Job 1pm-4pm	15 Computer Basics 9am-12pm	16 Budgeting 9am-12pm Time Management 1pm-4pm	17 Dress for Success 9am-12pm
20 Goals Assessment Day 1 9am-4pm	21 Goals Assessment Day 2 9am-4pm	22 How to Write a Résumé 9am-4pm	23 Interview Tips & Tricks 9am-4pm	24 Mock Interviews 9am-4pm
27  <u>Memorial Day</u> <i>HOLIDAY</i> <i>(Offices Closed)</i>	28 Soft Skills Topic- Communication 9am-12pm Résumé Review 1pm-4pm	29 Time Management 9am-12pm Budgeting 1pm-4pm	30 How to Keep Your Job 9am-12pm	31 Housing Resources Woodland: 9:30am-11:30am West Sacramento: 2pm-4pm

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, resumes, interview preparation and debriefing, job leads and employer recruitments. Participants have access to the internet, a copy/fax machine, current job openings and typing tests.

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Goals Assessment: This class will be the induction course to assist participants explore their career interests correlating to their skills, work personality, work values, career interests, barriers to employment and labor market.

Resume: During this class, individuals will learn and get assistance with key fundamentals of creating and writing a successful resume.

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

How to Find a Job: During this interactive class, participants will explore how to make the best use of resources available to them. They will learn how to utilize these resources and apply them to their job search and find the right job for them.

How to Keep Your Job: Participants get important information to assist them in maintaining positive working relationships, employer expectations, making good impressions and developing ethical work habits.

Computer Basics for Job Seekers: Participants will receive introductory computer skills to assist them during their job search.

Budgeting: Participants will obtain information on useful tools to maximize and save their money.

Housing Resources: This class will focus in presenting valuable information regarding housing resources in Yolo County. Participants will also be given important information on how to read and improve their credit report.

Time Management: Participants will receive a guide to successfully utilize their time and develop good scheduling habits.

Soft Skills: This class will present on various topics that provide participants significant professional and personal attributes to help them succeed in the work force.

Dress for Success: Participants will learn about the importance of making a good first impression and the different aspects of projecting a positive professional image.



Building Better Lives • Building Better Communities

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