

WORKSHOPS & RECRUITMENTS
APRIL 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUN
				1	2	3
4	5	6	7 RESUME BUILDING/JOB READINESS 2 pm – 4 pm	8	9	10
11 RESUME REVIEW (One on One Appt) 2 pm – 4 pm	12	13 JOB HUNTERS' CLUB for The Mature Worker 2 pm – 3:30 pm	14	15	16	17
18	19 WORKSOURCE ORIENTATION 2 pm – 3 pm	20 SECOND CHANCE WORKSHOP 2 pm – 4 pm	21 INTERVIEWING SKILLS/DRESS FOR SUCCESS 2 pm – 4 pm	22 CAL JOBS - INTERNET JOB SEARCH 9 am – 11 am	23	24 EASTER
25 INTERVIEW COACHING (One on One Appt) 2 pm – 4 pm	26 ENTERPRISE ZONE ORIENTATION 2 pm – 4 pm	27 JOB HUNTERS' CLUB 2 pm – 3:30 pm	28 TRANSFERABLE SKILLS/JOB READINESS 2 pm – 4 pm	29	30	

"SIGN UP" for WORKSHOPS in PERSON or BY PHONE

661-799-WORK (9675)

**College of the Canyons - University Center
 26455 Rockwell Canyon Road, Suite 250
 Santa Clarita, CA 91355**

The Santa Clarita WorkSource Center is open Monday – Friday 8:30 am-4:30 pm
 (Subject to change without prior notice)

WorkSource Program Orientation:

An introduction to the WorkSource Center and the resources it has to offer eligible dislocated workers. Learn about the Workforce Investment Act (WIA), the federally funded re-employment and job retention program designed to help those who have experienced trouble obtaining employment. Depending on eligibility, the program may pair you one-on-one with a case manager and offers the possibility of skills training and employment placement assistance.

Enterprise Zone:

Learn what the Enterprise Zone program is and how it may help you find employment close to home. A Notice of Eligibility may help you during your job search. Find out if you qualify for a Notice of Eligibility.

Interviewing Skills & Dress for Success:

Want to land that job? This workshop is designed to help you become more comfortable with interviewing so you don't freeze. Gain more confidence and ensure you are properly dressed to impress. This Workshop is great in preparation for upcoming interviews. We strongly recommend taking this Workshop first, then signing up for Interview Coaching afterward when you have an interview lined up.

Interview Coaching:

Put what you learned in Interviewing Skills workshop to the test! Participant must first attend Interview Skills workshop prior to attending this one on one appointment. You will have a mock interview. Afterwards, an analysis will be conducted so you can review your performance in areas such as responses, body language, and eye contact just to name a few. Come in your best interview attire.

Job Fair Preparation:

This workshop prepares the novice job fair attendee with the necessary tools for a successful visit. Discuss job fair expectations, the importance of presentation, and tips on creating resumes for the big day!

Transferable Skills & Job Readiness:

Find a new job with the skills you already have. Assess your skills, identify your accomplishments and learn to target employers who will match what you are looking for. This workshop will help you define and refine your job search, while also helping you customize your resume and cover letters, in addition to creating your own personal pitch.

Job Hunters' Club:

Participants explore a variety of job search tools and strategies. Come and learn how to think and search "outside the box" with job networking, how to communicate your individual strengths, and what today's employers are looking for. Many club meetings feature guest speakers...never the same class twice, so come as often as you like!

Resume Building & Job Readiness:

Think you know all there is to a resume? Think again. Should you be using a Chronological, Functional, or Combination resume? What are employers looking for in your resume? All these questions and more are answered in this terrific Workshop. This Workshop will help you define and refine your job search, while also helping you customize your resume and cover letters, in addition to creating your own personal pitch.

Resume Review:

After attending the Resume Building Workshop you may have your resume reviewed for free by a Human Resources professional. Schedule an appointment in advance and bring a copy of your resume as well as a job announcement for a position you are interested in applying for.

CalJobs/Internet Job Search:

This Workshop takes you through the process of signing up on CalJobs, entering your resume and sending it as an attachment online. It will also guide you to exploring the Labor Market Information and all the links and topics it has to offer!

Coming Soon - Basic Computer Skills:

Enjoy the skills of our presenter as we introduce you to the wonderful world of computers! Learn how to create a document on the computer, utilize the internet, and correspond with others via email.

Lay-Off Recovery:

Top Tips for getting back to work designed to provide qualified clients with the most effective methods of regaining employment.

Second Chance Workshop:

This workshop is designed to assist ex-offenders with re-entry into the workforce. Workshop attendees will create an employment portfolio highlighting their strengths, prepare for an interview, learn about employer incentives for hiring ex-offenders, and receive information on local resources, including employment and education opportunities.

**Take advantage of these workshops and
you will be better prepared in your Job
Search. You'll beat out the competition
and secure a job faster!**