

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Networking Essentials 1:30 – 3:30 PM	2 Introduction to Services 2 – 3 PM
5 CalFresh 8:30 – 11:00 AM Introduction to Services 9:30 – 10:30 AM	6 Soft Skills / Essential Skills 9:30 – 11:30 AM	7 * Mock Interview 8:30 AM – 12:00 PM Interview Techniques 9:30 AM – 12:00 PM	8 * Choosing A Career Path <u>9:30 AM – 12:30 PM</u> Occupations In-Demand <u>1:30 – 3:00 PM</u> Resume 101 1:30 – 4:00 PM	9 Employer Panel 9:00 – 11:00 AM Introduction to Services 2:00 – 3:00 PM
12 CalFresh 8:30 – 11:00 AM Introduction to Services 9:30 – 10:30 AM	13 Steps to Success 3 – 4 PM	14 3 Rules to Salary Negotiations 9:30 – 11:00 AM Networking Essentials 1:30 – 3:30 PM	15 * Choosing A Career Path 9:30 AM – 12:30 PM Social Media 1:00 – 4:00 PM	16 Introduction to Services 2 – 3 PM
19 CalFresh 8:30 – 11:00 AM Soft Skills / Essential Skills 1:30 – 3:30 PM	20 SIA Tech / Job Corps Student Orientation 10:00 AM – 3:00 PM	21 Resume Hero 9:30 – 11:30 AM	22 Overcoming Barriers <u>10:00 – 11:30 AM</u> Occupations In-Demand <u>1:30 – 3:00 PM</u> Interview Techniques 1:30 – 4:00 PM	23 Introduction to Services 2 – 3 PM
26 CalFresh 8:30 – 11:00 AM 3 Rules to Salary Negotiations 9:30 – 11:00 AM	27 Steps to Success 3 – 4 PM	28 Resume 101 9:30 AM – 12:00 PM * Mock Interview 8:30 AM – 12:00 PM	29 Social Media 9:30 – 12:30 PM	30 Resume Hero 9:30 – 11:30 AM Introduction to Services 2 – 3 PM

NORTH COASTAL WORKSHOP DESCRIPTIONS

RÉSUMÉ 101

A Great Resume not only informs, it also shows the employer that you have the skills, attitude, track record and/or other attributes that are special enough to warrant a personal interview. Due to the decrease in the labor market, it is important tailor your resume so that it highlights your career goals. This is the workshop that's designed to do just that.

RÉSUMÉ HERO

The Resume Hero Workshop will empower job seekers to create their most valuable job search marketing tool – a resume! You will learn to use this online application to build professional-looking documents (Resumes, cover letters, thank you letters and references) in a short amount of time to target your chosen career path. Increase resume "hit rates" by employers with an effective, quality resume that is keyword-rich and visually attractive.

INTERVIEW TECHNIQUES

Effective interviewing is a skill that can be improved through preparation and practice. Oftentimes, individuals do not make the necessary preparations and then, when the Interview is less-than-successful, dismiss the experience with the statement "I am just not good at interviewing." This is not the case; it just takes PREPARATION and PRACTICE!

*** MOCK INTERVIEW**

PREREQUISITE: SIGN UP TO GET REGISTERED

This workshop offers clients a chance to hone their interviewing skills in a professional, realistic interview setting.

OCCUPATIONS IN-DEMAND

What are the most in-demand jobs for 2014 and beyond? Do you want to train for a Career path with plenty of job opportunities? Even with a slow economy, there are careers with plenty of job openings that offer handsome salaries. Whether you are starting a career or looking to make a career change, this workshop sheds light on the jobs and careers that may be most fruitful to you now and in the near future."

*** CHOOSING A CAREER PATH**

PREREQUISITE: SIGN UP TO GET REGISTERED

Considering a career change, starting a new career or wanting to confirm a career direction? Discuss how to choose a satisfying career path based on interests, personality style and values. You will use online assessments to take an objective look at your interests/personality style as well as complete class activities to see which career options fit what's important to you.

SOFT SKILLS / ESSENTIAL SKILLS

What are employers looking for? Do you have the right skills? How do you know? Come find out in our new workshop. Soft Skills are essential to the hiring process! This workshop is for anyone who wants to know which essential skills employers are looking for. We will examine the most common Soft Skills listed in Job Descriptions, review their characteristics, and take you through a series of exercises to explain and verify your essential skills. We will also look at the process of deciphering Job Descriptions to identify the particular skills your future employer requires.

STEPS TO SUCCESS

Give your job search a boost and go from making your plans to reaching your goals. This workshop will highlight practical aspects of networking and community support, while offering hands-on practice to improve job search skills.

NETWORKING ESSENTIALS & SOCIAL MEDIA

Learn Networking fundamentals and gain insight on how to use the Hidden Job Market. Get LinkedIn and discover the potential of Social Media Networking. Revisit LinkedIn and participate in a group setting to Create Profile Completion, Social Group Exploration, Social Networking and Job Search Techniques.

OVERCOMING BARRIERS

This workshop offers a comprehensive overview of resources available to those reentering the labor market post-incarceration. Topics include finding and accessing basic needs resources, information on expungment and certificates of rehabilitation, advice on how to answer criminal background questions during job interviews, tips for writing a resume, guidance on finding employers and other job search basics.