

| MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY  | FRIDAY   |
|---|--|---|---|--|
| <p><b>2</b></p> <p>CalFresh<br/>8:30 – 11:00 AM</p> <p>Intro to Services<br/>9:30 – 10:30 AM</p>  | <p><b>3</b></p> <p>Career Navigation<br/>9:30 – 11:30 AM</p>   | <p><b>4</b></p> <p>Networking Essentials<br/>1:30 – 300 PM</p>  | <p><b>5</b></p> <p>Occupations in Demand<br/>1:30 – 3:00 PM</p>   | <p><b>6</b></p> <p>Introduction to Services<br/>2:00 – 3:00 PM</p> <p><b>3 Rules for Salary Negotiations</b><br/>9:30 – 11:00 AM</p> |
| <p><b>9</b></p> <p>Introduction to Services<br/>9:30 – 10:30 AM</p>   | <p><b>10</b></p> <p>Career Navigation<br/>9:30 – 11:30 AM</p> <p>Steps to Success<br/>3:00-4:00PM</p>  | <p><b>11</b></p> <p>* Mock Interview<br/>8:30 AM – 12:00 PM</p> <p>Resume 101<br/>9:30 – 12:00 PM</p> | <p><b>12</b></p>  | <p><b>13</b></p> <p>Employer Panel<br/>9:00 – 11:00 AM</p> <p>Introduction to Services<br/>2:00 – 3:00 PM</p>                        |
| <p><b>16</b></p> <p>CalFresh<br/>8:30 – 11:00 AM</p> <p>Introduction to Services<br/>9:30 – 10:30 AM</p>  | <p><b>17</b></p> <p>Career Navigation<br/>9:30 – 11:30 AM</p> <p>Resume Hero<br/>2:00 – 4:00 PM</p>  | <p><b>18</b></p> <p>Interviewing Techniques<br/>1:30 – 4:00 PM</p>                                    | <p><b>19</b></p> <p>Occupations In-Demand<br/>1:30 – 3:00 PM</p> <p>Soft Skills/Essential Skills<br/>2:00 – 4:00 PM</p> | <p><b>20</b></p> <p>Introduction to Services<br/>2:00 – 3:00 PM</p>  |
| <p><b>23</b></p> <p>CalFresh<br/><u>8:30 – 11:00 AM</u><br/>Introduction to Services<br/><u>9:30 – 10:30 AM</u><br/>3 Rules to Salary Negotiations<br/>2:00 – 3:00 PM</p> | <p><b>24</b></p> <p>Soft Skills / Essential Skills<br/>9:30 – 11:30 AM</p> <p>Career Navigation<br/>9:30 – 11:30 AM</p>                              | <p><b>25</b></p> <p>* Mock Interview<br/>8:30 AM – 12:00 PM</p> <p>Resume 101<br/>9:30 – 12:00 PM</p> | <p><b>26</b></p> <p>Overcoming Barriers<br/>10:00 – 11:30 AM</p>  | <p><b>27</b></p> <p>Introduction to Services<br/>2:00 – 3:00 PM</p>  |
| <p><b>30</b></p> <p>CalFresh<br/><u>8:30 – 11:00 AM</u><br/>Introduction to Services<br/>9:30 – 10:30 AM</p>  | <p><b>31</b></p> <p>Career Navigation<br/><u>9:30-11:30AM</u><br/><u>Steps to Success – 3:00 – 4:00 PM</u><br/><u>Social Media -1:30-4:30 PM</u></p> |   |   |  |

# 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.

## **CAREER NAVIGATION**

If you're a job seeker and you have an interest in obtaining training for a specific In-demand Occupation or On-the-Job Training opportunity, this workshop will cover that information and answer that questions you have regarding those topics.. Also, learn how to get in depth Labor Market Information and how to properly review job postings for specific qualifications.

## **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.

## **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 expungement 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.