



The Orange County One-Stop Center is a proud partner of America's Job Center of CaliforniaSM network.

Free Career Workshops at the Orange County One-Stop Center!

Orange County One-Stop Center • 7077 Orangewood Ave, Ste. 200, Garden Grove, CA 92841 • 714-241-4900 • www.oconestop.com
Hours of Operation: Mon, Tues, Thurs, Fri: 9am-6pm, Wed: 9am-8pm, Sat: 9am-1pm
[Register for Workshops online at: www.caljobs.ca.gov](http://www.caljobs.ca.gov)

August 2021 - Garden Grove – Microsoft Teams Online

Register in CALJOBS: www.caljobs.ca.gov to sign up or call (714) 241-4900 to register. CalJOBS & Appointment instructions are listed on back.

To see both on-site and virtual calendars, go to: www.oconestop.com and click the "Calendar" tab OR go to www.caljobs.ca.gov and follow the instructions on the back of this calendar

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|---|--|
| 2 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Soft Skills in the Workplace 2:30- 3:30 PM How to: Resumes and Cover Letters 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules | 3 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Finding Transferable Skills 2:30- 3:30 PM Best Job Search Practices 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules | 4 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Identifying Career Opportunities in a Pandemic 2:30- 3:30 PM ACT WorkKeys 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM Selling Your Strengths | 5 10:30- 11:30 AM Interview Tips and Best Practices 12:00- 1:00 PM Virtual Mock Interview 2:30- 3:30 PM One Stop Orientation 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM FDIC Modules | 6 10:30- 11:30 AM Upskilling in a Changing Job Market 12:00- 1:00 PM Virtual Mock Interview 2:30- 3:30 PM One Stop Orientation 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM FDIC Modules |
| 9 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Interview Tips and Best Practices 2:30- 3:30 PM Interviewing for ESL 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules | 10 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Navigating LinkedIn 2:30- 3:30 PM Upskilling in a Changing Job Market 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules | 11 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Finding Transferable Skills 2:30- 3:30 PM FDIC Modules 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM Interviewing for ESL | 12 10:30- 11:30 AM Soft Skills in the Workplace 12:00- 1:00 PM Virtual Mock Interview 2:30- 3:30 PM One Stop Orientation 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM FDIC Modules | 13 10:30- 11:30 AM Best Job Search Practices 12:00- 1:00 PM Virtual Mock Interview 2:30- 3:30 PM One Stop Orientation 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM FDIC Modules |
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| 23 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Interview Tips and Best Practices 2:30- 3:30 PM Interviewing for ESL 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules | 24 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Navigating LinkedIn 2:30- 3:30 PM Upskilling in a Changing Job Market 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules | 25 10:30- 11:30 AM One Stop Orientation 12:00- 1:00 PM Finding Transferable Skills 2:30- 3:30 PM Selling Your Strengths 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM FDIC Modules | 26 10:30- 11:30 AM Soft Skills in the Workplace 12:00- 1:00 PM Virtual Mock Interview 2:30- 3:30 PM One Stop Orientation 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM FDIC Modules | 27 10:30- 11:30 AM Best Job Search Practices 12:00- 1:00 PM Virtual Mock Interview 2:30- 3:30 PM One Stop Orientation 4:00 – 5:00 PM Resume Review 5:30- 6:00 PM FDIC Modules |
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Free Career Workshops at the Orange County One-Stop Center!

10 Steps to Your Next Job – In this workshop clients will learn, step-by-step, tips and best practices for job search, resume and cover letter writing, interview skills, follow up skills for after your interview, and how to prepare for your first day on the job! Sign up for this workshop on CalJOBS.

ACT WorkKeys- Use the ACT WorkKeys courses to keep up with or increase your current reading and math skills with their Applied Math and Graphic Literacy modules earning a certificate employers recognize. WorkKeys offers other courses such as: Workplace Development, Business Writing, and others to receive certifications of course completion or accomplishment.

Best Job Search Practices- This workshop is designed to assist job seekers who are interested in taking charge of their job search. This workshop will teach you how to do so, by telling you about the latest job search processes, tools, and strategies. Also, learn about how to attract recruiters to your resume.

FDIC Money Smart Modules- These 14, self-paced, money smart modules provide participants with practical knowledge, skill building opportunities, and resources that can be used to help manage finances with confidence.

Modules 1, 2, 3: Your Money Values and Influences, You Can Bank on It, Your Income and Expenses

Modules 4, 5, 6: Spending and Savings Plan, Your Savings, Credit Reports and Scores

Modules 7, 8, 9: Borrowing Basics, Managing Debt, Using Credit Cards

Modules 10, 11, 12: Building Your Financial Future, Protecting Your Identity and Assets, Making Housing Decisions

Modules 13, 14: Buying a Home, Disasters- Financial Prep. and Recovery

Finding Transferable Skills - Transferable skills are skills you have acquired during any activity in your life-- virtually any skills are transferable and applicable to what you want to do in your next job. This workshop is all about finding those skills in your own resume to apply them to other positions you may be interested in

How to: Resume and Cover Letters- Learn how to create a resume and what an employer wants to see on that resume. Become familiar with multiple resume styles as well as cover letters. Understand the importance of keywords and spend time developing your resume.

Identifying Career Opportunities in a Pandemic- This workshop is designed to help clients accelerate their job search preparation for the post COVID-19 world of work. Participants will re-define their relationship to work by assessing their current and future needs.

Interview Tips and Best Practices - This workshop covers the different aspects of interviews: what to expect, how to prepare, what questions you should be asking, and appropriate follow-up techniques after your interview.

Interviewing for ESL – This workshop is for clients whose first language is not English and need assistance with how to prepare for job interviews. This workshop will cover common questions and how to answer those common questions.

Networking with LinkedIn - Explore different networking techniques and how to tap into the hidden job market. Learn how to initiate and build contacts, start a networking conversation, and create a self-marketing plan.

NOO Computer Basics- the Computer Basics course is taught through the New Opportunities Organization program. Learn computer basics such as: how to use the computer, use programs like Microsoft Word, Zoom, and the Internet. To register: sign up on CalJOBS for sign up information or call: 657-206-1055

One-Stop Center Orientation - The OC One-Stop Orientation will provide you with information about the programs, educational opportunities, tools, and resources available to help you in your job search. You will also learn about the Workforce Innovation and Opportunity Act and the services available at the One-Stop Center through community resources and partners.

Resume Review – For those who might need additional help with their resume and/or cover letter writing, this lab is for you! Please bring copies of your resume and a flash drive with a virtual copy of your resume. *During COVID this workshop will function via email. Instructions will be sent.

Selling Your Strengths: This workshop is about using the power behind your strengths to stand out in a crowded job market. This workshop will also help participant recall times when using their strengths and identify how they can use these experiences to create value in new career opportunities.

Soft Skills in the Workplace: This workshop goes over the different types of soft skills, what they look like in the workplace, and how they can be utilized and highlighted on your resume in order to show that you have the skills employers are looking for!

Upskilling In a Changing Job Market- This workshop is designed to help clients determine how they can either keep up with their current skills or learn new skills in the current COVID market. This workshop will also address different barriers to learning, how we can overcome those barriers, as well as what skills are most marketable.

Virtual Mock Interview – A great way to practice your interview skills as well as gain an insight on what your job interview experience will be like. Mock interviews will bring focus on questions pertaining to experience, character, and applicable skills, all while helping you conquer your interview anxieties

You must have a CalJOBS account to attend Virtual workshops. If you have an account, go to www.caljobs.ca.gov and log in on the top right. If you do not have account, on the top right click on Register New User. Scroll down and select Option 3 – Create a user Account- and chose the option that applies to you. If you have questions about registration, signing up for a workshop, workshop information, or canceling your workshop attendance please call: 714-241-4900

To register for workshops in CalJOBS: 1) Log into your CalJOBS account and look at the left column 2) Click on the My Resources Tab 3) Click on Upcoming Events (this will take you to another page) 4) In the dropdown menu for Event Region, select Orange County Community Services Agency Special P 5) For Event Office, scroll all the way down to the bottom and select OS Garden Grove 6) Leave everything else blank and click Filter. Now when you scroll down you should see the Garden Grove One-Stop Calendar 7) Read the calendar carefully and sign up for the workshop you want by double clicking the workshop, scrolling all the way down, and clicking on the “Register” button.

To Sign Up by Appointment: 1) Know the Name, Date, and Time of the workshop you would like to take 2) Call 714-241-4900 and speak with a receptionist. They will take your name, phone number, and last four of your Social Security to register you for the workshop you want! *You must have a CalJOBS account to register, if you do not have a CalJOBS account, we will assist you in making one after your workshop.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, call (949) 341-8000. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this program.