



Connecting job seekers and businesses to no-cost services.

Free Career Workshops at the Orange County Workforce Solutions Center!

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)

December 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
		1 9:00 – 10:00 AM ACT WorkKeys 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM How to: Resumes and Cover Letters 2:30- 3:30 PM Best Job Search Practices 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules	2 10:30- 11:30 AM Virtual Mock Interview 12:00- 1:00 PM FDIC Modules 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM Selling Your Strengths in an Interview 5:30 – 6:00 PM Resume Review	3 10:30- 11:30 AM Advanced Resume Language 12:00- 1:00 PM Workforce Solutions Orientation 2:30- 3:30 PM Identifying Career Opportunities 4:00 – 5:00 PM Virtual Mock Interview 5:30-6:00 PM Resume Review
6 10:30- 11:30 AM Resume Review 12:00- 1:00 PM Upskilling in a Changing Job Market 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM How to: Resumes and Cover Letters 5:30-6:00 PM Soft Skills in the Workplace	7 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM Soft Skills in the Workplace 2:30- 3:30 PM Virtual Mock Interview 4:00 – 5:00 PM Identifying Career Opportunities 5:30-6:00 PM Resume Review	8 9:00 – 10:00 AM ACT WorkKeys 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM Interview Tips and Best Practices 2:30- 3:30 PM Advanced Resume Language 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules	9 10:30- 11:30 AM Virtual Mock Interview 12:00- 1:00 PM FDIC Modules 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM Finding Transferable Skills 5:30 – 6:00 PM Resume Review	10 10:30- 11:30 AM Best Job Search Practices 12:00- 1:00 PM Workforce Solutions Orientation 2:30- 3:30 PM Navigating LinkedIn 4:00 – 5:00 PM Virtual Mock Interview 5:30-6:00 PM Resume Review
13 10:30- 11:30 AM Resume Review 12:00- 1:00 PM Selling Your Strengths in an Interview 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM Finding Transferable Skills 5:30-6:00 PM Interview Tips and Best Practices	14 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM ACT WorkKeys 2:30- 3:30 PM Virtual Mock Interview 4:00 – 5:00 PM Upskilling in a Changing Job Market 5:30-6:00 PM Resume Review	15 9:00 – 10:00 AM ACT WorkKeys 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM How to: Resumes and Cover Letters 2:30- 3:30 PM Best Job Search Practices 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules	16 10:30- 11:30 AM Virtual Mock Interview 12:00- 1:00 PM FDIC Modules 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM Selling Your Strengths in an Interview 5:30 – 6:00 PM Resume Review	17 10:30- 11:30 AM Advanced Resume Language 12:00- 1:00 PM Workforce Solutions Orientation 2:30- 3:30 PM Identifying Career Opportunities 4:00 – 5:00 PM Virtual Mock Interview 5:30-6:00 PM Resume Review
20 10:30- 11:30 AM Resume Review 12:00- 1:00 PM Upskilling in a Changing Job Market 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM How to: Resumes and Cover Letters 5:30-6:00 PM Soft Skills in the Workplace	21 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM Soft Skills in the Workplace 2:30- 3:30 PM Virtual Mock Interview 4:00 – 5:00 PM Identifying Career Opportunities 5:30-6:00 PM Resume Review	22 9:00 – 10:00 AM ACT WorkKeys 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM Interview Tips and Best Practices 2:30- 3:30 PM Advanced Resume Language 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules	23 10:30- 11:30 AM Virtual Mock Interview 12:00- 1:00 PM FDIC Modules 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM Finding Transferable Skills 5:30 – 6:00 PM Resume Review	CHRISTMAS DAY (Observed)
27 10:30- 11:30 AM Resume Review 12:00- 1:00 PM Selling Your Strengths in an Interview 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM Finding Transferable Skills 5:30-6:00 PM Interview Tips and Best Practices	28 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM ACT WorkKeys 2:30- 3:30 PM Virtual Mock Interview 4:00 – 5:00 PM Upskilling in a Changing Job Market 5:30-6:00 PM Resume Review	29 9:00 – 10:00 AM ACT WorkKeys 10:30- 11:30 AM Workforce Solutions Orientation 12:00- 1:00 PM How to: Resumes and Cover Letters 2:30- 3:30 PM Best Job Search Practices 4:00 – 5:00 PM Resume Review 5:30-6:00 PM FDIC Modules	30 10:30- 11:30 AM Virtual Mock Interview 12:00- 1:00 PM FDIC Modules 2:30- 3:30 PM Workforce Solutions Orientation 4:00 – 5:00 PM Selling Your Strengths in an Interview 5:30 – 6:00 PM Resume Review	NEW YEARS DAY (Observed)

Free Career Workshops at the Orange County Workforce Solutions Center!

ACT WorkKeys- Use the ACT WorkKeys to build essential skills for personal development and acquire skills critical to workplace success. ACT Workkeys offers courses such as: Workplace Documents, Applied Math, and Literacy to receive certifications of course completion.

Advanced Resume Language – Take your resume to the next level by learning how to properly list your job descriptions. Learn about how to use actions verbs to make your descriptions more captivating and show what you have achieved, rather than simply show what you have done.

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 introducing you to the latest job search processes, tools, and strategies. Also, learn about how to attract recruiters to your resume and interact with them.

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 resume to apply them to other positions you may be interested in.

How to: Resumes and Cover Letters- Learn how to create a resume and what employers want to see on that resume. Become familiar with multiple resume styles as well as cover letters. Understand the importance of key words to develop your resume.

Identifying Career Opportunities- This workshop is designed to help clients accelerate their job search preparation coming out of the pandemic and what to consider while transitioning into the Post COVID-19 world of work. Participants will redefine their relationship to work by assessing their current and future needs.

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 an account, on the top right click on "Register New User". Scroll down and select Option 3 – Create a user Account- and choose 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 Orange County One Stop Center (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.

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.

Navigating LinkedIn - LinkedIn is a free job search website that is actually capable of so much more! Learn how to create your profile, job search using different filters, tell if a job has been posted by a recruiter, how to network yourself professionally with friends, family, co-workers, and more!

WorkForce Solutions Orientation – The OC Workforce Solutions Orientation will provide you with information about our 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 services available at the Center through community resources and partners.

Resume Review – For those who 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.

***Recommend: [How to: Resumes and Cover Letters if you have never made a resume before.](#) *For virtual attendees, this workshop will be done via [Email!](#)**

Selling Your Strengths in an Interview: This workshop covers how to sell your strengths in an interview! Learn about the different types of interview questions, the goals of the questions, and how to incorporate your strengths and experiences into your answer. See examples of how you can strengthen your interview responses to stand out to employers.

Soft Skills in the Workplace: This workshop goes over the different types of soft skills, otherwise known as people skills, and what they look like in the workplace. We also go over how these skills (Organization, Leadership, and Teamwork) highlighted in your resume 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 interview skills as well as gain insight into what your job interview experience will be like. Mock interviews will focus on questions pertaining to experience, character, and applicable skills, all while helping you conquer any interview anxieties.