



WorkSource Orientation:

An introduction to the WorkSource and the resources it has to offer job seekers. Also, learn about the federally funded program (WIA) that may pair you with a personal case manager and offers the possibility of skills training. The WIA is an employment and retention program initiated to assist those having difficulty finding a job.

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:

Don't freeze at your next interview! Gain more confidence at this popular Workshop! Pick up tips and advice that you never knew! This Workshop is great in preparation for upcoming interviews. We recommend taking this Workshop first, then signing up for Interview Coaching afterward!

Interview Coaching:

Put what you learned in Interviewing Skills to the test! Participant must 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 answers, body language, and more! 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:

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!

Job Hunters' Club:

Participants explore a variety of job search tools and strategies. Come and learn how to think "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:

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!

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 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.

**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!**