



One-Stop Satellite Center, Buena Park, CA

FREE Orientation and Workshop Schedule

Office Hours: Monday, Wednesday, Thursday and Friday 8AM-5PM
 Tuesday 8AM – 7PM

April 2013 (OCWIB Final)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 9:00am-10:00am <i>Orientation</i> 9:00am – 11:00am <i>Transferable Skills</i> 12:30pm-4:30pm <i>Resume Overview</i>	2 9:00am-10:00am <i>Orientation</i> 9:00am-12:00pm <i>Veterans Workshop</i> 12:30pm-4:30pm <i>Interview Overview</i> 5:00pm-7:00pm <i>Effective Negotiations</i>	3 9:00am-10:00am <i>Orientation</i> 3:00pm-4:00pm <i>CalJOBS for Beginners</i>	4 9:00am-10:00am <i>Orientation</i> 3:00am-4:00pm <i>Creating/Using your Email</i>	5 9:00am-10:00am <i>Orientation</i> 10:00am-11:00am <i>Job Fair Readiness</i> 11:00am-12:00pm <i>Financial Empowerment</i> 2:30pm-4:30pm <i>Networking</i>	6
7	8 9:00am-10:00am <i>Orientation</i> 9:00am – 11:00am <i>Transferable Skills</i> 12:30pm-4:30pm <i>Resume Overviews</i>	9 9:00am-10:00am <i>Orientation</i> 8:30am-12:30pm <i>Interview Overview</i> 5:00pm-7:00pm <i>Orientation</i>	10 9:00am-10:00am <i>Orientation</i> 10:30pm-12:30pm <i>Networking</i> 3:00pm-4:00pm <i>CalJOBS for Beginners</i>	11 9:00am-10:00am <i>Orientation</i> 8:30am-12:30pm <i>Resume Overviews</i>	12 9:00am-10:00am <i>Orientation</i> 10:00am-11:00am <i>Job Fair Readiness</i> 2:30pm-4:30pm <i>Transferable Skills</i>	13
14	15 9:00am-10:00am <i>Orientation</i> 9:00am – 11:00am <i>Transferable Skills</i> 12:30pm-4:30pm <i>Resume Overviews</i>	16 9:00am-10:00am <i>Orientation</i> 5:00pm-7:00pm <i>Orientation</i>	17 9:00am-10:00am <i>Orientation</i> 3:00pm-4:00pm <i>CalJOBS for Beginners</i>	18 9:00am-10:00am <i>Orientation</i> 11:00am-12:00pm <i>Financial Empowerment</i> 3:00pm-4:00pm <i>Creating/Using Your Email</i>	19 9:00am-10:00am <i>Orientation</i> 10:00am-11:00am <i>Job Fair Readiness</i>	20
21	22 9:00am-10:00am <i>Orientation</i> 8:30am-12:30pm <i>Interview Overview</i> 2:30pm – 4:30pm <i>Networking</i> 3:00pm-4:00pm <i>CalJOBS for Beginners</i>	23 9:00am-10:00am <i>Orientation</i> 9:00am – 11:00am <i>Transferable Skills</i> 12:30pm-4:30pm <i>Resume Overview</i> 5:00pm-7:00pm <i>Orientation</i>	24 9:00am-10:00am <i>Orientation</i> 10:30am-12:30pm <i>Transferable Skills</i>	25 9:00am-10:00am <i>Orientation</i> 12:30pm-4:30pm <i>Interview Overview</i>	26 9:00am-10:00am <i>Orientation</i> 10:00am-11:00am <i>Job Fair Readiness</i> 2:30pm-4:30pm <i>Networking</i> 3:00pm-4:00pm <i>Creating/Using Your Email</i>	27
28	29 9:00am-10:00am <i>Orientation</i> 2:30pm-4:30pm <i>Transferable Skills</i>	30 8:30am-12:30pm <i>Resume Overview</i> 9:00am-10:00am <i>Orientation</i> 5:00pm-7:00pm <i>Orientation</i>				

Buena Park

One-Stop Satellite Center

WORKSHOPS

All Workshops and Parking are FREE!
All are welcome. Please call 714.562.9200 for information.

Workshop Descriptions:

Orientation - Inquire about job search and community resources, programs, and tools to launch and manage your job search.

CALJOBS for Beginners- Register, create and store your resume, and browse job listings. If you find suitable openings, you can make available a system generated resume for on-line viewing by prospective employers.

Creating and Learning How to Use Your E-Mail – A brief overview on how to create your own email and help for new users.

Effective Negotiations – Learn how to develop techniques to effectively negotiate in any life situation.

Financial Empowerment – Hear about the community of financial resources available to improve your overall quality of life through long-term, case-managed services from key providers.

Interview Overview - An introduction to interviewing skills and techniques. We will cover types of interviews, the most difficult questions and how to answer them, and how to negotiate salary and benefits. This session will include practice interviews.

Job Fair Readiness Workshop – How to successfully navigate a job fair.

Networking - An overview of techniques that help you get your resume into the hands of a hiring manager.

Resume Overview - Learn how to write, update, and refine your resume. We will cover types of resumes, summary statements, and accomplishment statements (if you have a resume, please bring it to the workshop).

Transferable Skills - Learn how to identify the skills that apply to the current job market, so that you can expand your job search and match your skills to in-demand jobs.

Veterans Workshop - Veterans will be provided information on service and resource providers, resume writing, interview and job search techniques, and social networking.

This WIA 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 (714) 562-9200. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the Satellite One Stop Center to make reasonable arrangements to ensure accessibility to this program.