



Orange County

One-Stop Center

Linking Business & People

Workshop Descriptions

OC One-Stop Center Orientations

Held Daily

Realize the available job search and community resources, programs, educational opportunities and tools to manage your job search.

This workshop is required if you are interested in the Workforce Investment Act Program (WIA) or need more information about the Center. It is optional for customers that have attended a Rapid Response presentation and have completed a Re-Employment survey.

Workforce Investment Act (WIA)

Informational Workshop

OC One-Stop Center - Irvine Only.

Interested in working with a career counselor to receive assistance with your job search and career goals? Attend and learn about the Workforce Investment Act (WIA) program and eligibility requirements.

To participate in this workshop, you must bring the confirmation of completion sheet for Member Registration Form II (NO EXCEPTIONS). Directions on how to complete this form are available at the front desk. This does not take the place of the 'One-Stop Center Orientation'.

Take advantage of Networking Workshops and all of our Resources!

Check for convenient dates and times on our **Monthly OC One-Stop Center Calendar**

resume/cover letter/application

This workshop will explain the NEW purpose of the resume and why it is more critical than ever to get it right. We include cover letter writing and the application process...all of which are becoming the new documentation standard for human resources. This workshop will empower you to understand the purpose of a resume, cover letter and application in today's employment market, how they should be written and most importantly how to get them into the hands of those who make the decisions.

(social) networking

This workshop will revolutionize the way you go about your career process. We will not only show you how these tools are causing this revolution in the hiring process, but also how to use them to reach your professional goals. This workshop will empower you to take the necessary steps to connect your professional network. We cover what networking is defined and how to actually use it to gain employment!

discover your valuable transferable skills

Here's an opportunity to stop and evaluate your current skills utilizing Eureka and learn how these skills can be utilized in other careers and in your resume preparation.

interviewing/portfolio

If you are nervous about interviewing we will show you techniques that can be used to overcome that fear and ACE the interview!! This workshop will empower you to feel confident in knowing what the hiring manager or interviewer is looking to achieve with the interview, as well as how to present your qualifications most professionally.

hidden job market - statistics

This workshop will inform you about today's labor market and what it takes - statistically - to gain employment. We cover the current trends, along with some of those that are now out dated in the search process. We will show you how employers look for their hires. This workshop will empower you in your career search to take the necessary steps to get where you want to be professionally!

job fair readiness

Don't get lost in the crowd. Discover strategies to prepare for a job fair so you'll be the jobseeker potential employers remember—and hire!

Workshop Descriptions

continued

Other job search preparation workshops:

Check for convenient dates and times on our **Monthly OC One-Stop Center Calendar**

government job search

For the job seeker that is interested in applying for government jobs including Federal, State, County, City, School Districts and Military. Learn how to find these positions, the application process including testing, preparing the resume and interviewing.

veterans networking roundtable

An opportunity for Veterans to receive job search tips and to network with other Veterans. Offered twice a month by invitation from staff.

By invitation only.

overcoming barriers to employment

This workshop will prepare previously incarcerated job seekers to re-enter the job market, explore the challenges they will face, and will include tips on application completion and interview techniques.

Specialized workshops

mediation presentations and services

A variety of presentations include managing conflict; diversity awareness; facilitating dialogues; your rights as a landlord/tenant; your rights as an employer/employee; preventing identity theft; stress management; and the most common consumer scams. Please see the workshop schedule for when these topics will be presented.

Requires prior sign up.

financial recovery

Whether you're new or experienced at budgeting and personal finance, you'll appreciate "revisiting the basics and fine tuning techniques for managing this very important aspect of your life.

Requires prior sign up.

WIA ENROLLED MEMBERS – Ask about additional workshops exclusively for you!

REGISTER AT FRONT DESK OR CALL

Irvine: 949-341-1800

Westminster: 714-241-4900

job search for veterans

Veterans will be informed of service and resource providers, resume writing, interview and job search techniques, and navigating the CalJOBS website, Labor Market Information and Job Scout.

labor market information

Learn how to strengthen your job search by accessing information of where the jobs are, wages, projections of growth and career exploration resources.

balancing personal finances

This workshop will help you develop a financial plan for your life and learn how to track and evaluate your spending. The Instructor explains the step-by-step process of creating a budget, and includes tips about how to help to stick to it.

surviving unemployment

This workshop discusses reducing expenses, addressing financial challenges, managing financial concerns and finding new sources of income.

identity theft

This workshop teaches the Federal Trade Commission's, "Deter, Detect and Defend" program. You will also learn how identity thieves operate and how to protect your good credit.

**OC One-Stop Center - Irvine offers
every Wednesday, Networking in Action!**

www.oconestop.com