

# One-Stop Satellite, Buena Park, CA

## Orientation and Workshop Schedule

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

**December 2011 (OCWIB FINAL)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  9:00am-11:00am <i>Orientation</i>	2	3
4	5  9:00am-10:00am <i>CalJOBS for Beginners</i> 11:00 am- 12:00 pm <i>Creating and Learning</i> <i>How to use your email</i>	6  9:00am-11:00am <i>Orientation</i> 9:00am-12:00pm <i>Veterans Workshop</i> 5:00pm-7:00pm <i>Orientation</i>	7  8:30am-12:30pm <i>Resume Overview</i>	8  9:00am-11:00am <i>Orientation</i> 2:30pm-4:30pm <i>Transferable Skills</i>	9	10
11	12  8:30am-10:30am <i>Networking</i> 12:30pm-4:30pm <i>Interview Overview</i>	13  9:00am-11:00am <i>Orientation</i> 5:00pm-7:00pm <i>Orientation</i>	14  8:30am-10:30am <i>Transferable Skills</i> 12:30pm-4:30pm <i>Resume Overview</i>	15  9:00am-11:00am <i>Orientation</i>	16	17
18	19  8:30am-10:30am <i>Transferable Skills</i> 12:30pm-4:30pm <i>Resume Overview</i>	20  9:00am-11:00am <i>Orientation</i> 5:00pm-7:00pm <i>Orientation</i>	21  9:00am-10:00am <i>CalJOBS for Beginners</i> 11:00 am- 12:00 pm <i>Creating and Learning</i> <i>How to use your email</i>	22  9:00am-11:00am <i>Orientation</i>	23	24
25	26  HOLIDAY	27  9:00am-11:00am <i>Orientation</i> 5:00pm-7:00pm <i>Orientation</i>	28  8:30am-10:30am <i>Networking</i> 12:30pm-4:30pm <i>Interview Overview</i>	29  9:00am-11:00am <i>Orientation</i>	30	31

# Buena Park

## One-Stop Satellite

# WORKSHOPS

**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** - Brief overview on how to create your own email and get new users started.

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

**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.

**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 informed of 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 One-Stop Satellite Center to make reasonable arrangements to ensure accessibility to this program.