

One-Stop Satellite, Buena Park, CA

Orientation and Workshop Schedule

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

July 2012 (OCWIB FINAL)

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

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.

Managing Conflict - Learn how to manage conflict effectively and avoid the frustration of unresolved problems participating in an interactive presentation on conflict management.

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

Non-Verbal Communication - Learn how to listen effectively and read the signs of non-verbal communication.

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 Satellite One Stop Center to make reasonable arrangements to ensure accessibility to this program.