

# Free Career Workshops at the Orange County Workforce Solutions Center

**Address** 28202 Cabot Road, Suite #140, Laguna Niguel, CA 92677  
**Hours of Operation** Monday through Friday: 9 a.m. to 6 p.m., Saturday: 9 a.m. to 1 p.m.

**\*\*\* REGISTRATION REQUIRED (24 HOURS PRIOR) \*\*\***

## OCTOBER 2024 – Laguna Niguel Workshops (On-site & Virtual)

Register for workshops: Visit [www.caljobs.ca.gov](http://www.caljobs.ca.gov) ( ONLINE ) or call 866-500-6587 (PHONE) to sign up. CalJOBS & Appointment instructions are provided on the back of this calendar.

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
	9:00A - 5:00P FDIC Modules 9:15A - 10:15A Workforce Solutions Orientation 10:30A - 11:30A Finding Transferable Skills 11:45A - 12:45P Mock Interview 2:15P - 3:15P Advanced Resume Language 3:30P - 4:30P Resume/Cover Letter Review	9:00A - 5:00P FDIC Modules 9:15A - 10:15A Best Job Search Practices 10:30A - 11:30A Identifying Career & Upskilling Opportunities 11:45A - 12:45P Resume/Cover Letter Review 2:15P - 3:15P Navigating LinkedIn 3:30P - 4:30P Workforce Solutions Orientation	9:00A - 5:00P FDIC Modules 9:15A - 10:15A Workforce Solutions Orientation 10:30A - 11:30A Interview Tips & Best Practices 11:45A - 12:45P Selling Your Strengths in an Interview 2:15P - 3:15P Mock Interview 3:30P - 4:30P Resume/Cover Letter Review	9:00A - 5:00P FDIC Modules 9:15A - 10:15A Workforce Solutions Orientation 10:30A - 11:30A Finding Transferable Skills 11:45A - 12:45P Selling Your Strengths in an Interview 2:15P - 3:15P Best Job Search Practices 3:30P - 4:30P Resume/Cover Letter Review
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## Stand Alone Series

**ACT WorkKeys**—Use the ACT WorkKeys to build essential skills for personal development and acquire skills critical to workplace success. ACT WorkKeys offers courses such as Workplace Documents, Applied Math, and Graphic Literacy to receive certifications for course completion.

**FDIC Money Smart Modules**—These 14 self-paced money-smart modules provide participants with practical knowledge, skill-building opportunities, and resources to help them manage finances with confidence.

**Modules 1, 2, 3:** Your Money Values and Influences, You Can Bank on It, Your Income and Expenses

**Modules 4, 5, 6:** Spending and Savings Plan, Your Savings, Credit Reports and Scores

**Modules 7, 8, 9:** Borrowing Basics, Managing Debt, Using Credit Cards

**Modules 10, 11, 12:** Building Your Financial Future, Protecting Your Identity and Assets, Making Housing Decisions

**Modules 13, 14:** Buying a Home, Disasters - Financial Prep. and Recovery

**Workforce Solutions Orientation**—The OC Workforce Solutions Orientation will provide you with information about our programs, educational opportunities, tools, and resources available to help you in your job search. You will also learn about the Workforce Innovation and Opportunity Act and services available at the Center through community resources and partners!

## Resume Series

**How to: Resume and Cover Letters**—Learn how to create a resume and what employers want to see on that resume. Understand the importance of key words and techniques for enhancing your resume to attract recruiters' attention. Become familiar with multiple resume styles as well as cover letters.

**Soft Skills in the Workplace**—This workshop covers diverse types of soft skills (people skills) and their application in the workplace. Learn how to highlight key skills like Organization, Leadership, and Teamwork effectively on your resume to impress prospective employers!

**Finding Transferable Skills**—Transferable skills are skills you have acquired during any activity in your life-- any skills are transferable and applicable to what you want to do in your next job. This workshop is all about finding those skills in your resume and applying them to other positions you may be interested in.

**Advanced Resume Language**—Take your resume to the next level by learning how to list your job descriptions properly. Learn how to use action verbs to make your descriptions more captivating to potential employers and show what you have achieved rather than simply what you have done.

**Resume/Cover Letter Review**—This workshop is designed for individuals who have already drafted a resume or cover letter and are seeking personalized feedback on a 1 - 1 basis! Optimize your documents for the Applicant Tracking Systems (ATS) and make them more appealing to recruiters. Enhance the relevance of your materials to increase your chances of securing interviews! Virtual Resume/Cover Letter Reviews will be conducted via E-mail!

**\*Tailoring Requirement:** A copy of the job description

**\*\*Recommend Prerequisites:** How to: Resumes and Cover Letters (if you have never made a resume)

## Job Search Series

**Best Job Search Practices**—This workshop is tailored to empower job seekers interested in taking charge of their job search. Participants will gain insights into the contemporary job search landscape, tools, and strategies. Discover techniques for attracting recruiters' attention and master effective communication with them.

**Identifying Career and Upskilling Opportunities**—In this workshop, learn about the industries that boomed and bloomed despite the pandemic and what industries to watch for a future career. Explore different training and certificate opportunities for high-demand careers!

**Navigating LinkedIn**—LinkedIn is a free job search website that is capable of much more! Learn how to create your profile, job search using different filters, tell if a recruiter has posted a job, how to network yourself professionally with friends, family, co-workers, and more!

## Interview Series

**Interview Tips and Best Practices**—This workshop covers the various aspects of interviews and virtual interviews: what to expect, how to prepare, what questions to ask, and appropriate follow-up techniques after your interview.

**Selling Your Strengths in an Interview**—This workshop covers how to sell your strengths in an interview! Learn about the distinct types of interview questions, their goals, and how to incorporate your strengths and experiences into your answer. See examples of how you can strengthen your interview responses to stand out to employers!

**Mock Interview**—This is a fantastic way to practice interview skills and gain insight into your job interview experience. These 1 - 1 Mock Interviews will focus on questions pertaining to experience, character, and applicable skills, all while helping you conquer any interview anxieties.

A CalJOBS Account is required for both **On-Site** and **Virtual** Workshops. If you have an account, login at [www.caljobs.ca.gov](http://www.caljobs.ca.gov) (top right). If not, click "Register New User" (top right). Select "Create a User Account" and other applicable options and follow the instructions below to register. If you have questions regarding workshop registration, workshop information, or rescheduling/cancelling a scheduled workshop, please call us at 866-500-6587.

### **Self-Registration on CalJOBS:**

1) Log into your CalJOBS account, 2) Go to My Resources (top middle Navigation Bar) > Upcoming Events, 3) Select "Orange County Community Services Agency, Special P" as Event Region (page should reload), 4) Select "Orange County Workforce Solutions Center- [Brea / Laguna Niguel]" as Event Office, 5) Click Filter to load the calendar, 6) Click on the On-site/Virtual Workshop (ONLY available workshops will show), 7) Click Register below the workshop details.

### **Registration by Phone:**

1) Know the details of the workshop you wish to participate in. 2) Call 866-500-6587. Your name, phone number, and last four digits of your Social Security number will be requested to register you for the workshop. You must have a CalJOBS account to register. If not, a representative will guide you through the process of creating one.

***This WIOA 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) 241-4900. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours (about 2 days) in advance to allow the OC Workforce Solutions Center to make reasonable arrangements to ensure accessibility to this program.***