

November 2018 Calendar



Tri-Valley One-Stop Career Center
www.trivalleyonestop.org

6300 Village Parkway, #100, Dublin CA 94568
925-560-9431

Our workshops are designed to cover the issues of today's job search. You are welcome to take the workshops in any order. However, we suggest you start with the Orientation and move through the Anchor Strategies. Then fill in with Added Learning topics. Also, feel free to repeat workshops as needed.

HOURS: M-T-Th-F: 9:00 AM - 5:00 PM
W: 9:00 AM - 7:00 PM

To register for a workshop, call the front desk at (925) 560-9431 or RSVP online @ trivalleyonestop.org

Workshop Schedule

ORIENTATION

Thursday, November 1 ~ 1:30pm - 2:45pm
Tuesday, November 6 ~ 11:00am - 12:15pm
Wednesday, November 14 ~ 5:30pm - 6:45pm
Monday, November 19 ~ 1:00pm - 2:15pm
Thursday, November 29 ~ 1:30pm - 2:45pm

ANCHOR STRATEGIES

DYNAMIC RESUME & COVER LETTERS
Monday, November 5 ~ 2:00pm - 3:15pm
Tuesday, November 13 ~ 3:00pm - 4:00pm
Wednesday, November 28 ~ 5:30pm - 6:45pm

ACE THE INTERVIEW

Thursday, November 8 ~ 3:00pm - 4:00pm
Monday, November 19 ~ 11:00am - 12:00pm
Tuesday, November 27 ~ 3:30pm - 4:30pm

CAREER EXPLORATION & ASSESSMENTS

Monday, November 5 ~ 11:00am - 12:00pm
Tuesday, November 20 ~ 1:00pm - 2:00pm

NETWORKING & HIDDEN JOB MARKET

Wednesday, November 7 ~ 5:30pm - 6:45pm
Thursday, November 15 ~ 1:30pm - 2:30pm
Monday, November 26 ~ 11:00am - 12:00pm

TRAINING OPTIONS

Wednesday, November 14 ~ 5:30pm - 6:30pm
Wednesday, November 28 ~ 1:00pm - 2:00pm

ADDED LEARNING

DEVELOPING YOUR SOFT SKILLS

Wednesday, November 7 ~ 11:00am - 12:00pm

ISSUES OF THE "OLDER WORKER"

Thursday, November 15 ~ 3:00pm - 4:00pm

BEAT THE ONLINE APPLICATION SYSTEM

Wednesday, November 7 ~ 1:00pm - 2:00pm

BUILDING A LINKEDIN PROFILE

Wednesday, November 28 ~ 2:00pm - 3:00pm

COMPUTER FUNDAMENTALS

Tuesday, November 13 ~ 11:00am - 12:00pm

TARGETED JOB SEARCH

Tuesday, November 13 ~ 2:00pm - 2:30pm



THIS MONTH'S COFFEE BREAK:
November 2 & 16
10:00 a.m.-12:00 p.m.

OFFICE CLOSED:

11/12: Veterans' Day
11/21-23: Thanksgiving

JOB CLUB MEETS EVERY THURSDAY: 10:00-11:30AM

Tri-Valley One-Stop Career Center is a service of the Chabot-Las Positas Community College District. 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.



Tri-Valley One-Stop
Career Center

November 2018 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
			10:00-11:30 Job Club 1:30-2:45 Welcome Orientation	Coffee Break
5	6	7	8	9
11:00-12:00 Career Exploration & Assessments 2:00-3:15 Dynamic Resumes & Cover Letters	11:00-12:15 Welcome Orientation	11:00-12:00 Developing Your Soft Skills 1:00-2:00 Beating the Online Applicant Systems 5:30-6:45 Networking & the Hidden Job Market	10:00-11:30 Job Club 3:00-4:00 Ace the Interview	
12	13	14	15	16
Office Closed for Holiday	11:00-12:00 Computer Fundamentals 2:00-2:30 Targeted Job Search 3:00-4:00 Dynamic Resumes & Cover Letters	5:30-6:30 Training Options 5:30-6:45 Welcome Orientation	10:00-11:30 Job Club 1:30-2:30 Networking & the Hidden Job Market 3:00-4:00 Issues of the "Older Worker"	Coffee Break
19	20	21	22	23
11:00-12:00 Ace the Interview 1:00-2:15 Welcome Orientation	1:00-2:00 Career Exploration & Assessments	Office Closed for Holiday	Office Closed for Holiday	Office Closed for Holiday
26	27	28	29	30
11:00-12:00 Networking & the Hidden Job Market	3:30-4:30 Ace the Interview	1:00-2:00 Training Options 2:00-3:00 Your LinkedIn Profile 5:30-6:45 Dynamic Resumes & Cover Letters	10:00-11:30 Job Club 1:30-2:45 Welcome Orientation	