

December 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

Workshop Schedule

ORIENTATION

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

ANCHOR STRATEGIES

DYNAMIC RESUME & COVER LETTERS
Monday, December 10 ~ 2:00pm - 3:15pm
Tuesday, December 18 ~ 3:00pm - 4:00pm

ACE THE INTERVIEW

Wednesday, December 5 ~ 5:30pm - 6:45pm
Thursday, December 13 ~ 3:00pm - 4:15pm

CAREER EXPLORATION & ASSESSMENTS

Monday, December 3 ~ 11:00am - 12:00pm
Wednesday, December 12 ~ 5:30pm - 6:45pm

NETWORKING & HIDDEN JOB MARKET

Tuesday, December 4 ~ 2:00pm - 3:15pm
Monday, December 17 ~ 1:30pm - 2:30pm

TRAINING OPTIONS

Monday, December 10 ~ 11:00am - 12:00pm
Wednesday, December 19 ~ 5:30pm - 6:45pm

ADDED LEARNING

DEVELOPING YOUR SOFT SKILLS
Wednesday, December 12 ~ 11:00am - 12:00pm

ISSUES OF THE "OLDER WORKER"
Monday, December 17 ~ 3:00pm - 4:00pm

BEAT THE ONLINE APPLICATION SYSTEM
Wednesday, December 12 ~ 1:00pm - 2:00pm

BUILDING A LINKEDIN PROFILE
Wednesday, December 19 ~ 11:00am - 12:00pm

TARGETED JOB SEARCH
Tuesday, December 18 ~ 2:00pm - 2:30pm



THIS MONTH'S COFFEE BREAK:
December 7
10:00 a.m.-12:00 p.m.

OFFICE CLOSED:

Dec. 24-Jan. 1
for the holidays

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

December 2018 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
11:00-12:00 Career Exploration & Assessments	2:00-3:15 Networking & the Hidden Job Market	5:30-6:45 Ace the Interview	10:00-11:30 Job Club 1:30-2:45 Welcome Orientation	Coffee Break
10	11	12	13	14
11:00-12:00 Training Options 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 Career Exploration & Assessments	10:00-11:30 Job Club 3:00-4:15 Ace the Interview	
17	18	19	20	21
1:30-2:30 Networking & the Hidden Job Market 3:00-4:00 Issues of the "Older Worker"	2:00-2:30 Targeted Job Search 3:00-4:00 Dynamic Resumes & Cover Letters	11:00-12:00 Your LinkedIn Profile 5:30-6:30 Training Options 5:30-6:45 Welcome Orientation	10:00-11:30 Job Club Office Closed at 11:30	
24	25	26	27	28
Office Closed for Holiday	Office Closed for Holiday	Office Closed for Holiday	Office Closed for Holiday	Office Closed for Holiday
31				
Office Closed for Holiday				