

January 2019 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, January 3 ~ 1:30pm - 2:45pm
Tuesday, January 8 ~ 11:00am - 12:15pm
Monday, January 14 ~ 1:00pm - 2:15pm
Wednesday, January 23 ~ 5:30pm - 6:45pm
Thursday, January 31 ~ 1:30pm - 2:45pm

ANCHOR STRATEGIES

DYNAMIC RESUME & COVER LETTERS
Wednesday, January 2 ~ 5:30pm - 6:45pm
Monday, January 7 ~ 2:00pm - 3:15pm
Tuesday, January 15 ~ 3:00pm - 4:00pm
Tuesday, January 29 ~ 3:00pm - 4:00pm

ACE THE INTERVIEW

Thursday, January 10 ~ 3:00pm - 4:00pm
Wednesday, January 23 ~ 11:00am - 12:00pm
Wednesday, January 30 ~ 5:30pm - 6:45pm

CAREER EXPLORATION & ASSESSMENTS

Monday, January 7 ~ 11:00am - 12:00pm
Tuesday, January 22 ~ 1:00pm - 2:00pm

NETWORKING & HIDDEN JOB MARKET

Wednesday, January 16 ~ 5:30pm - 6:45pm
Monday, January 28 ~ 11:00am - 12:00pm

TRAINING OPTIONS

Wednesday, January 9 ~ 5:30pm - 6:45pm
Wednesday, January 30 ~ 1:00pm - 2:00pm

ADDED LEARNING

DEVELOPING YOUR SOFT SKILLS
Wednesday, January 9 ~ 11:00am - 12:00pm

ISSUES OF THE "OLDER WORKER"
Thursday, January 17 ~ 3:00pm - 4:00pm

BEAT THE ONLINE APPLICATION SYSTEM
Wednesday, January 9 ~ 1:00pm - 2:00pm

BUILDING A LINKEDIN PROFILE
Wednesday, January 30 ~ 2:30pm - 3:30pm

TARGETED JOB SEARCH
Tuesday, January 15 ~ 2:00pm - 2:30pm

OFFICE CLOSED:
January 21
for MLK Jr. Day



THIS MONTH'S COFFEE BREAK:
January 18
10:00 a.m.-12:00 p.m.

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

January 2018 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	Happy New Year !!	5:30-6:45 Dynamic Resumes & Cover Letters	10:00-11:30 Job Club 1:30-2:45 Welcome Orientation	
7	8	9	10	11
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 5:30-6:30 Training Options	10:00-11:30 Job Club 3:00-4:00 Ace the Interview	
14	15	16	17	18
1:00-2:15 Welcome Orientation	2:00-2:30 Targeted Job Search 3:00-4:00 Dynamic Resumes & Cover Letters	5:30-6:45 Networking & the Hidden Job Market	10:00-11:30 Job Club 3:00-4:00 Issues of the "Older Worker"	Coffee Break
21	22	23	24	25
MLK Jr. Day	1:00-2:00 Career Exploration & Assessments	11:00-12:00 Ace the Interview 5:30-6:45 Welcome Orientation	10:00-11:30 Job Club	
28	29	30	31	
11:00-12:00 Networking & the Hidden Job Market	3:00-4:00 Dynamic Resumes & Cover Letters	1:00-2:00 Training Options 2:30-3:30 Your LinkedIn Profile 5:30-6:45 Ace the Interview	10:00-11:30 Job Club 1:30-2:45 Welcome Orientation	