

FEBRUARY 2019 CALENDAR



TriValley Career Center
www.trivalleycareercenter.org

6300 Village Parkway, Suite 100
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: 9:00AM - 5:00PM
W: 9:00AM - 7:00PM

Workshop Schedule

To register for a workshop, call the front desk at (925) 560-9431

ORIENTATION

Tues., February 5: 11:00am - 12:15pm
Mon., February 11: 1:00pm - 2:15pm
Wed., February 20: 5:30pm - 6:45pm
Thurs., February 28: 1:30pm - 2:45pm

ANCHOR STRATEGIES

DYNAMIC RESUME & COVER LETTERS
Mon., February 4: 2:00pm - 3:15pm
Tues., February 12: 3:00pm - 4:00pm
Wed., February 27: 5:30pm - 6:45pm

ACE THE INTERVIEW

Thurs., February 7: 3:00pm - 4:00pm
Wed., February 20: 11:00am - 12:00pm
Tues., February 26: 3:00pm - 4:00pm

CAREER EXPLORATION/ASSESSMENTS

Mon., February 4 ~ 11:00am - 12:00pm
Wed., February 13: 5:30pm - 6:45pm
Tues., February 19 ~ 1:00pm - 2:00pm

NETWORKING & HIDDEN JOB MARKET

Tues., February 5: 2:00pm - 3:00pm
Wed., February 13 ~ 11:00am - 12:00pm
Mon., February 25 ~ 11:00am - 12:00pm

TRAINING OPTIONS

Wed., February 6 ~ 5:30pm - 6:45pm
Mon., February 11 ~ 11:00am - 12:00pm
Wed., February 27 ~ 1:00pm - 2:00pm

ADDED LEARNING

DEVELOPING YOUR SOFT SKILLS
Wed., February 6: 11:00am - 12:00pm

ISSUES OF THE "OLDER WORKER"
Thurs., February 14: 3:00pm - 4:00pm

BEAT THE ONLINE APPLICATION
Wed., February 6 ~ 1:00pm - 2:00pm

BUILDING A LINKEDIN PROFILE
Wed., February 27 ~ 2:30pm - 3:30pm

TARGETED JOB SEARCH
Tues., February 12 ~ 2:00pm - 2:30pm



**THIS MONTH'S
COFFEE BREAK:
February 1
10:00 a.m.-12:00 p.m.**

OFFICE CLOSED:
January 15-18
for President's Weekend

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

Tri-Valley 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
CareerCenter

February 2019 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
				Coffee Break 10:00-12:00
4	5	6	7	8
11:00-12:00 Career Exploration & Assessments 2:00-3:15 Dynamic Resumes & Cover Letters	11:00-12:15 Welcome Orientation 2:00-3:15 Networking & the Hidden Job Market	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	
11	12	13	14	15
11:00-12:00 Training Options 1:00-2:15 Welcome Orientation	2:00-2:30 Targeted Job Search 3:00-4:00 Dynamic Resumes & Cover Letters	11:00-12:00 Networking & the Hidden Job Market 5:30-6:45 Career Exploration & Assessments	10:00-11:30 Job Club 3:00-4:00 Issues of the "Older Worker"	Office Closed
18	19	20	21	22
Office Closed	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	
25	26	27	28	
11:00-12:00 Networking & the Hidden Job Market	3:00-4:00 Ace the Interview	1:00-2:00 Training Options 2:30-3:30 Your LinkedIn Profile 5:30-6:45 Dynamic Resumes & Cover Letters	10:00-11:30 Job Club 1:30-2:45 Welcome Orientation	