

# MARCH 2019 CALENDAR



Tri-Valley Career Center  
[www.trivalleycareercenter.org](http://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, Th-F: 9:00AM - 5:00PM**  
**T-W: 9:00AM - 7:00PM**

## Workshop Schedule

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

### ORIENTATION

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

### ANCHOR STRATEGIES

#### **DYNAMIC RESUME & COVER LETTERS**

Mon., March 4: 2:00pm - 3:15pm  
Tues., March 12: 3:00pm - 4:00pm  
Wed., March 27: 5:30pm - 6:45pm

#### **ACE THE INTERVIEW**

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

#### **CAREER EXPLORATION/ASSESSMENTS**

Wed., March 6: 11:00am - 12:00pm  
Wed., March 13: 5:30pm - 6:45pm  
Tues., March 19: 1:00pm - 2:00pm

#### **NETWORKING & HIDDEN JOB MARKET**

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

#### **TRAINING OPTIONS**

Wed., March 6: 5:30pm - 6:45pm  
Mon., March 18: 11:00am - 12:00pm  
Wed., March 27: 1:00pm - 2:00pm

### ADDED LEARNING

#### **DEVELOPING YOUR SOFT SKILLS**

Mon., March 4: 11:00am - 12:00pm

#### **ISSUES OF THE "OLDER WORKER"**

Thurs., March 14: 3:00pm - 4:00pm

#### **BEAT THE ONLINE APPLICATION**

Wed., March 6: 1:00pm - 2:00pm

#### **BUILDING A LINKEDIN PROFILE**

Wed., March 27: 2:30pm - 3:30pm

#### **TARGETED JOB SEARCH**

Tues., March 12: 2:00pm - 2:30pm



**THIS MONTH'S  
COFFEE BREAK:  
March 1 and 15  
10:00 a.m.-12:00 p.m.**

### **OFFICE CLOSED:**

March 11 – all day  
March 29 - @ 11:30  
for Staff Development

**JOB CLUB MEETS EVERY TUESDAY: 5:30-6:45PM AND  
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**

# March 2019 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
				Coffee Break 10:00-12:00
4	5	6	7	8
11:00-12:00 Developing Your Soft Skills 2:00-3:15 Dynamic Resumes & Cover Letters	11:00-12:15 Welcome Orientation 2:00-3:15 Networking & the Hidden Job Market 5:30-6:45 Job Club	11:00-12:00 Career Exploration & Assessments 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
Office Closed	11:00-12:15 Welcome Orientation 2:00-2:30 Targeted Job Search 3:00-4:00 Dynamic Resumes & Cover Letters 5:30-6:45 Job Club	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"	Coffee Break 10:00-12:00
18	19	20	21	22
11:00-12:00 Training Options	1:00-2:00 Career Exploration & Assessments 5:30-6:45 Job Club	11:00-12:00 Ace the Interview 5:30-6:45 Welcome Orientation	10:00-11:30 Job Club	
25	26	27	28	29
11:00-12:00 Networking & the Hidden Job Market	3:00-4:00 Ace the Interview 5:30-6:45 Job Club	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	Office Closed 11:30-5:00

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