

APRIL 2019 CALENDAR



Tri-Valley Career Center
www.trivalleycareercenter.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, 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

Tues., April 2: 12:00pm - 1:15pm
Mon., April 8: 11:00am - 12:15pm
Wed., April 17: 5:30pm - 6:45pm
Thurs., April 25: 1:30pm - 2:45pm



**THIS MONTH'S
COFFEE BREAK:**
April 5
10:00 a.m.-12:00 p.m.

ANCHOR STRATEGIES

DYNAMIC RESUME & COVER LETTERS

Mon., April 1: 2:00pm - 3:15pm
Tues., April 9: 3:00pm - 4:15pm
Wed., April 24: 5:30pm - 6:45pm
Mon., April 29: 2:00pm - 3:15pm

ACE THE INTERVIEW

Thurs., April 4: 3:00pm - 4:00pm
Wed., April 17: 11:00am - 12:00pm
Tues., April 23: 11:00am - 12:00pm

CAREER EXPLORATION/ASSESSMENTS

Wed., April 3: 11:00am - 12:00pm
Wed., April 10: 5:30pm - 6:45pm
Tues., April 16: 1:00pm - 2:00pm

NETWORKING & HIDDEN JOB MARKET

Wed., April 3: 5:30pm - 6:45pm
Wed., April 10: 11:00am - 12:15pm
Mon., April 22: 11:00am - 12:15pm
Tues., April 30: 2:00pm - 3:15pm

TRAINING OPTIONS

Thurs., April 4: 1:30pm - 2:30pm
Mon., April 15: 11:00am - 12:00pm

ADDED LEARNING

DEVELOPING YOUR SOFT SKILLS

Mon., April 1: 11:00am - 12:00pm
Mon., April 29: 11:00am - 12:00pm

ISSUES OF THE "OLDER WORKER"

Thurs., April 11: 3:00pm - 4:00pm

BEAT THE ONLINE APPLICATION

Wed., April 3: 1:00pm - 2:00pm

BUILDING A LINKEDIN PROFILE

Wed., April 24: 2:30pm - 3:30pm

TARGETED JOB SEARCH

Tues., April 9: 2:00pm - 2:30pm

**JOB FAIR @ LIVERMORE
COMMUNITY CENTER**

April 23
3:00 p.m.-7:00 p.m.

JOB CLUB MEETS EVERY TUESDAY: 5:30-6:45PM & 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.

April 2019 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
11:00-12:00 Developing Your Soft Skills 2:00-3:15 Dynamic Resumes & Cover Letters	12:00-1:15 Welcome Orientation 5:30-6:45 Job Club	11:00-12:15 Career Exploration & Assessments 1:00-2:00 Beating the Online Applicant Systems 5:30-6:45 Networking & the Hidden Job Market	10:00-11:30 Job Club 1:30-2:30 Training Options 3:00-4:00 Ace the Interview	Coffee Break 10:00-12:00
8	9	10	11	12
11:00-12:15 Welcome Orientation	2:00-2:30 Targeted Job Search 3:00-4:15 Dynamic Resumes & Cover Letters 5:30-6:45 Job Club	11:00-12:15 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"	
15	16	17	18	19
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	
22	23	24	25	26
11:00-12:15 Networking & the Hidden Job Market	11:00-12:00 Ace the Interview Job Fair @ Robert Livermore Community Center 3:00 -7:00	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	
29	30			
11:00-12:00 Developing Your Soft Skills 2:00-3:15 Dynamic Resumes & Cover Letters	2:00-3:15 Networking & the Hidden Job Market 5:30-6:45 Job Club			