

MAY 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., May 7: 1:00pm - 2:15pm
Wed., May 15: 5:30pm - 6:45pm
Thurs., May 23: 1:00pm - 2:15pm

ANCHOR STRATEGIES

DYNAMIC RESUME & COVER LETTERS

Wed., May 8: 11:00am - 12:15pm
Wed., May 22: 5:30pm - 6:45pm
Tues., May 28: 2:00pm - 3:15pm

ACE THE INTERVIEW

Wed., May 1: 5:30pm - 6:45pm
Tues., May 7: 3:00pm - 4:15pm
Wed., May 22: 11:00am - 12:15pm
Thurs., May 30: 3:00pm - 4:15pm

CAREER EXPLORATION/ASSESSMENTS

Wed., May 8: 5:30pm - 6:45pm
Tues., May 21: 3:00pm - 4:15pm

NETWORKING & HIDDEN JOB MARKET

Mon., May 13: 2:00pm - 3:00pm
Wed., May 29: 5:30pm - 6:30pm

TRAINING OPTIONS

Thurs., May 2: 3:00pm - 4:00pm
Mon., May 13: 11:00am - 12:00pm
Tues., May 28: 12:00pm - 1:00pm

ADDED LEARNING

DEVELOPING YOUR SOFT SKILLS

Check back in early June

ISSUES OF THE "OLDER WORKER"

Thurs., May 16: 3:00pm - 4:00pm

BEAT THE ONLINE APPLICATION

Mon., May 6: 10:00am - 11:00am
Wed., May 29: 1:00pm - 2:00pm

BUILDING A LINKEDIN PROFILE

Wed., May 15: 1:00pm - 2:00pm

TARGETED JOB SEARCH

Mon., May 20: 11:00am - 11:30am



**THIS MONTH'S
COFFEE BREAK:
May 3 and 17
10:00 a.m.-12:00 p.m.**

**Office Closed for
Memorial Day
May 27**

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.

May 2019 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
11:00-12:15 Developing Your Soft Skills 2:00-3:15 Dynamic Resumes & Cover Letters	2:00-3:00 Networking & the Hidden Job Market 5:30-6:45 Job Club	5:30-6:45 Ace the Interview	10:00-11:30 Job Club 3:00-4:00 Training Options	Coffee Break 10:00-12:00
6	7	8	9	10
10:00-11:00 Beating the Online Applicant Systems	1:00-2:15 Welcome Orientation 3:00-4:15 Ace the Interview 5:30-6:45 Job Club	11:00-12:15 Dynamic Resumes & Cover Letters 5:30-6:45 Career Exploration & Assessments	10:00-11:30 Job Club	
13	14	15	16	17
11:00-12:00 Training Options 2:00-3:00 Networking & the Hidden Job Market	5:30-6:45 Job Club	1:00-2:00 Your LinkedIn Profile 5:30-6:45 Welcome Orientation	10:00-11:30 Job Club 3:00-4:00 Issues of the "Older Worker"	Coffee Break 10:00-12:00
20	21	22	23	24
11:00-11:30 Targeted Job Search	3:00-4:00 Career Exploration & Assessments 5:30-6:45 Job Club	11:00-12:15 Ace the Interview 5:30-6:45 Dynamic Resumes & Cover Letters	10:00-11:30 Job Club 1:00-2:15 Welcome Orientation	
27	28	29	30	31
Office Closed for Memorial Day	11:00-12:00 Training Options 2:00-3:15 Dynamic Resumes & Cover Letters 5:30-6:45 Job Club	1:00-2:00 Beating the Online Applicant Systems 5:30-6:45 Networking & the Hidden Job Market	10:00-11:30 Job Club 3:00-4:15 Ace the Interview	