

# AUGUST 2019 CALENDAR



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

## Workshop Schedule

To register for a workshop, RSVP on our website or call the front desk at (925) 560-9431

### ORIENTATION

Tues., Aug. 6: 1:00pm - 2:15pm  
Wed., Aug. 14: 5:30pm - 6:45pm  
Tues., Aug. 20: 1:00pm - 2:15pm  
Mon., Aug. 26: 2:00pm - 3:15pm



**COFFEE BREAKS**  
**are on a summer vacation.**  
**Back in September.**

Office will be closed Thursday, August 8 at 12:30 and Thursday, August 15 all day

### ANCHOR STRATEGIES

#### DYNAMIC RESUME & COVER LETTERS

Wed., Aug. 7: 5:30pm - 6:45pm  
Tues., Aug. 13: 11:00am - 12:15pm  
Tues., Aug. 20: 3:00pm - 4:15pm

#### ACE THE INTERVIEW

Tues., Aug. 6: 3:00pm - 4:15pm  
Wed., Aug. 21: 1:00pm - 2:15pm  
Wed., Aug. 28: 5:30pm - 6:45pm

#### CAREER EXPLORATION/ASSESSMENTS

Wed., Aug. 7: 11:00am - 12:15pm  
Mon., Aug. 26: 11:00am - 12:15pm

#### NETWORKING & HIDDEN JOB MARKET

Mon., Aug. 12: 2:00pm - 3:00pm  
Thurs., Aug. 29: 2:00pm - 3:00pm

#### TRAINING OPTIONS

Mon., Aug. 12: 11:00am - 12:00pm  
Wed., Aug. 28: 2:00pm - 3:00pm  
Wed., Aug. 21: 5:30pm - 6:45pm

### ADDED LEARNING

#### DEVELOPING YOUR SOFT SKILLS

Mon., Aug. 5: 11:00am - 12:00pm

#### ISSUES OF THE "OLDER WORKER"

Thurs., Aug. 22: 3:00pm - 4:00pm

#### BEAT THE ONLINE APPLICATION

Mon., Aug. 19: 11:00am - 12:00pm

#### BUILDING A LINKEDIN PROFILE

Wed., Aug. 14: 1:00pm - 2:00pm

### Sept. 26 in Pleasanton



**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.

# August 2019 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
			10:00-11:30 Job Club	Closed - Summer Schedule
5	6	7	8	9
11:00-12:00 Developing Your Soft Skills	1:00-2:15 Welcome Orientation 3:00-4:15 Ace the Interview  5:30-6:45 Job Club	11:00-12:15 Career Exploration & Assessments  5:30-6:45 Dynamic Resumes & Cover Letters	10:00-11:30 Job Club  Office Closes at 12:30	
12	13	14	15	16
11:00-12:00 Training Options  2:00-3:00 Networking & the Hidden Job Market	11:00-12:15 Dynamic Resumes & Cover Letters  5:30-6:45 Job Club	1:00-2:00 Your LinkedIn Profile  5:30-6:45 Welcome Orientation	Office Closed	
19	20	21	22	23
11:00-12:00 Beating the Online Applicant Systems	1:00-2:15 Welcome Orientation  3:00-4:15 Dynamic Resumes & Cover Letters 5:30-6:45 Job Club	1:00-2:15 Ace the Interview  5:30-6:45 Training Options	10:00-11:30 Job Club  3:00-4:00 Issues of the "Older Worker"	
26	27	28	29	30
11:00-12:00 Career Exploration & Assessments  2:00-3:15 Welcome Orientation	5:30-6:45 Job Club	2:00-3:00 Training Options  5:30-6:45 Ace the Interview	10:00-11:30 Job Club  2:00-3:00 Networking & the Hidden Job Market	