

# SEPTEMBER 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., Sept. 3: 1:00pm - 2:15pm  
Thurs., Sept. 12: 1:00pm - 2:15pm  
Wed., Sept. 18: 5:30pm - 6:45pm  
Tues., Sept. 24: 1:00pm - 2:15pm  
Mon., Sept. 30: 2:00pm - 3:15pm



**COFFEE BREAK**  
**September 6: 10am-12pm**

### ANCHOR STRATEGIES

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

Wed., Sept. 4: 10:30am - 11:45pm  
Wed., Sept. 11: 5:30pm - 6:45pm  
Tues., Sept. 17: 11:00am - 12:15pm  
Tues., Sept. 24: 3:15pm - 4:30pm

#### **ACE THE INTERVIEW**

Tues., Sept. 10: 3:00pm - 4:15pm  
Wed., Sept. 25: 1:00pm - 2:15pm

#### **TRAINING & CAREER OPTIONS**

Mon., Sept. 9: 3:00pm - 4:15pm  
Wed., Sept. 18: 11:00am - 12:15pm  
Wed., Sept. 25: 5:30pm - 6:45pm

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

Wed., Sept. 4: 5:30pm - 6:45pm  
Mon., Sept. 16: 2:00pm - 3:00pm

### ADDED LEARNING

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

Mon., Sept. 9: 11:00am - 12:00pm

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

Thurs., Sept. 19: 3:00pm - 4:00pm

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

Mon., Sept. 23: 11:00am - 12:00pm

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

Wed., Sept. 18: 1:00pm - 2:00pm

#### **CAREER ASSESSMENTS**

Wed., Sept. 11: 11:00am - 11:30am

### Sept. 26 in Pleasanton



Office will be closed Monday, Sept. 2  
for Labor Day

**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.

# September 2019 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
Closed for Labor Day	1:00-2:15 Welcome Orientation  5:30-6:45 Job Club	10:30-11:45 Dynamic Resumes & Cover Letters  5:30-6:45 Networking & the Hidden Job Market	10:00-11:30 Job Club	Coffee Break w/Employers 10:00-12:00
9	10	11	12	13
11:00-12:00 Developing Your Soft Skills  3:00-4:15 Training & Career Options	3:00-4:15 Ace the Interview  5:30-6:45 Job Club	11:00-11:30 Career Assessments  5:30-6:45 Dynamic Resumes & Cover Letters	10:00-11:30 Job Club  1:00-2:15 Welcome Orientation	
16	17	18	19	20
2:00-3:00 Networking & the Hidden Job Market	11:00-12:15 Dynamic Resumes & Cover Letters  5:30-6:45 Job Club	11:00-12:15 Training & Career Options 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"	
23	24	25	26	27
11:00-12:00 Beating the Online Applicant Systems	1:00-2:15 Welcome Orientation 3:15-4:30 Dynamic Resumes & Cover Letters 5:30-6:45 Job Club	1:00-2:15 Ace the Interview  5:30-6:45 Training & Career Options	JobFair in Pleasanton 3:00-6:00	
30	1	2	3	4
2:00-3:15 Welcome Orientation	5:30-6:45 Job Club	5:30-6:45 Ace the Interview	10:00-11:30 Job Club	