

MARCH 2020 CALENDAR



Tri-Valley Career Center
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

Tues., March 3: 1:00pm - 2:15pm
Wed., March 11: 5:30pm - 6:45pm
Mon., March 16: 3:00pm - 4:15pm
Tues., March 24: 11:00am - 12:15pm
Mon., March 30: 1:00pm - 2:15pm

ANCHOR STRATEGIES

DYNAMIC RESUME & COVER LETTERS

Wed., March 4: 5:30pm - 6:45pm
Tues., March 10: 1:00pm - 2:15pm
Thurs., March 19: 1:00pm - 2:15pm
Mon., March 30: 11:00am - 12:15pm

ACE THE INTERVIEW

Mon., March 3: 11:00am - 12:00pm
Wed., March 18: 5:30pm - 6:45pm
Tues., March 31: 1:00pm - 2:15pm

NETWORKING & HIDDEN JOB MARKET

Tues., March 10: 11:00am - 12:00pm
Wed., March 25: 5:30pm - 6:45pm

TRAINING & CAREER OPTIONS

Mon., March 16: 11:00am - 12:00pm
Thurs., March 26: 1:00pm - 2:15pm

ADDED LEARNING

DEVELOPING YOUR SOFT SKILLS

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

ISSUES OF THE "OLDER WORKER"

Thurs., March 12: 3:00pm - 4:00pm

BEAT THE ONLINE APPLICATION

Thurs., March 12: 1:30pm - 2:30pm

BUILDING A LINKEDIN PROFILE

Tues., March 17: 11:00am - 12:00pm

CAREER ASSESSMENTS

Thurs., March 26: 2:30pm - 3:00pm



**THIS MONTH'S
COFFEE BREAK:
March 6 and 20
10:00 a.m.-12:00 p.m.**

OFFICE CLOSED:

March 2 @ 12:00
For Staff Meeting

**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 2020 Workshop Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
	11:00-12:00 Ace the Interview	10:00-5:00 Free Taxes (VITA)	10:00-11:30 Job Club	Coffee Break w/Employers 10:00-12:00
Closed 12:00-5:00	1:00-2:15 Welcome Orientation 5:30-6:45 Job Club	5:30-6:45 Dynamic Resumes & Cover Letters		
9	10	11	12	13
11:00-12:00 Developing Your Soft Skills	11:00-12:00 Networking & the Hidden Job Market 1:00-2:15 Dynamic Resumes & Cover Letters 5:30-6:45 Job Club	10:00-5:00 Free Taxes (VITA) 5:30-6:45 Welcome Orientation	10:00-11:30 Job Club 1:30-2:30 Beating the Applicant Tracking Systems 3:00-4:00 Issues of the "Older Worker"	
16	17	18	19	20
11:00-12:15 Training & Career Options 3:00-4:15 Welcome Orientation	11:00-12:00 Your LinkedIn Profile 5:30-6:45 Job Club	10:00-5:00 Free Taxes (VITA) 5:30-6:45 Ace the Interview	10:00-11:30 Job Club 1:00-2:15 Dynamic Resumes & Cover Letters	Coffee Break w/Employers 10:00-12:00
23	24	25	26	27
	11:00-12:15 Welcome Orientation 5:30-6:45 Job Club	10:00-5:00 Free Taxes (VITA) 5:30-6:45 Networking & the Hidden Job Market	10:00-11:30 Job Club 1:00-2:15 Training & Career Options 2:30-3:00 Career Assessments	
30	31			
11:00-12:15 Dynamic Resumes & Cover Letters 1:00-2:15 Welcome Orientation	1:00-2:15 Ace the Interview 5:30-6:45 Job Club			