

# Employment Readiness Workshop Calendar

## May 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Client Orientation 9:30am-11am	2 New Client Orientation 9:30am-11am Job Club Wk.1 10am-12pm Basic LinkedIn 1pm – 3:00pm	3 Mastering the Interview Wk. 1 10am – 12:30 pm	4 Resume Development 10am – 12:30 pm New Client Orientation 2:00 – 3:30pm	5 Confidence Building 10am – 12 pm	6
7	8 New Client Orientation 9:30am-11am	9 New Client Orientation 9:30am-11am Job Club Wk.2 10am-12pm Basic LinkedIn 1pm – 3:00pm	10 Mastering the Interview Wk. 2 10am – 12:30 pm Evening Resume Development 6:30-8:30 pm	11 New Client Orientation 2:00 – 3:30pm	12 Personal Branding 10am – 12 pm	13
14	15 New Client Orientation 9:30am-11am Speak Up! Public Speaking Coaching 9am-5pm	16 New Client Orientation 9:30am-11am Job Club Wk.3 10am-12pm Advanced LinkedIn 1pm – 3:00pm	17	18 Resume Development 10am – 12:30 pm New Client Orientation 2:00 – 3:30pm	19 Optimizing LinkedIn 10am – 12 pm	20
21	22 New Client Orientation 9:30am-11am Wiping the Slate Clean 10am-12pm	23 New Client Orientation 9:30am-11am Job Club Wk.4 10am-12pm	24 Mastering the Interview Wk. 3 10am – 12:30 pm	25 New Client Orientation 2:00 – 3:30pm Alumni Alliance 6:30-8:30pm	26 Because I Can – Overcoming Obstacles 10am – 12 pm	27
28	29 WHW CLOSED – HOLIDAY	30	31 Mastering the Interview Wk. 4 10am – 12:30 pm			

### Resume Development

Participants learn valuable tips on how to write resumes that will stand apart. Interactive exercises help job seekers develop a resume that highlights their individual skills, knowledge, & abilities

### Job Club

Addresses the unique issues facing job seekers. Learn lifelong tools needed to discover your skills and effectively market yourself to potential employers

### Mastering the Interview

Get hands-on practice for job interviews, participate in taped mock interviews and learn to present yourself as strong candidates

### LinkedIn

Create or update your LinkedIn profile and learn how to utilize this powerful networking tool

### Pathways to Employment

This workshop series will position you to have a competitive edge and navigate your network to leverage viable job opportunities

WHW

1800 East McFadden Avenue, Suite 1A, Santa Ana, California 92705 | 949.631.2333 | www.WHW.org

Monday – Friday 9:00 am to 5:00 pm | Saturday 9:00 am to 1:00 pm

**Please call us to sign up for any of our workshops!**