

# Employment Readiness Workshop Calendar

## September 2017



| SUNDAY | MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY   | SATURDAY  |
|--------|---|---|---|---|--|---|
|        |   |   |   |   | 1<br>Because I Can -<br>Overcoming Obstacles<br>10am – 12 pm | 2   |
| 3      | <b>WHW CLOSED –<br/>HOLIDAY</b>   | 4<br>Welcome Orientation<br>9:30am – 11am<br>Job Club Wk.1<br>10am – 12pm<br>Basic LinkedIn<br>1pm – 3:00pm     | 5<br>Mastering the Interview<br>Wk. 1<br>10am – 12:30 pm  | 6<br>Resume Development<br>10am – 12:30 pm<br>Welcome Orientation<br>2:00 – 3:30pm                  | 7<br>Confidence Building<br>10am – 12 pm                     | 8<br>9  |
| 10     | 11<br>Welcome Orientation<br>9:30am – 11am<br>CIELO – How to Start<br>Your Own Business<br>Wk. 1<br>10am – 12pm | 12<br>Welcome Orientation<br>9:30am – 11am<br>Job Club Wk.2<br>10am – 12pm<br>Basic LinkedIn<br>1pm – 3:00pm    | 13<br>Mastering the Interview<br>Wk. 2<br>10am – 12:30 pm<br>Evening Resume<br>Development<br>6:30pm – 8:30pm | 14<br>Transform Your Energy<br>10am-12pm<br>Welcome Orientation<br>2:00 – 3:30pm                    | 15<br>Personal Branding<br>10am – 12 pm                      | 16<br>Women’s<br>Empowerment Forum<br>8am – 2pm |
| 17     | 18<br>Welcome Orientation<br>9:30am – 11am<br>CIELO – How to Start<br>Your Own Business<br>Wk. 2<br>10am – 12pm | 19<br>Welcome Orientation<br>9:30am – 11am<br>Job Club Wk.3<br>10am – 12pm                                      | 20<br>Mastering the Interview<br>Wk. 3<br>10am – 12:30 pm<br>Anaheim Job Fair<br>9am – 3pm                    | 21<br>Resume Development<br>10am – 12:30 pm<br>Welcome Orientation<br>2:00 – 3:30pm                 | 22<br>Networking<br>10am – 12 pm                             | 23  |
| 24     | 25<br>Welcome Orientation<br>9:30am – 11am<br>CIELO – How to Start<br>Your Own Business<br>Wk.3<br>10am – 12pm  | 26<br>Welcome Orientation<br>9:30am – 11am<br>Job Club Wk.4<br>10am – 12pm<br>Advanced LinkedIn<br>1pm – 3:00pm | 27<br>Mastering the Interview<br>Wk. 4<br>10am – 12:30 pm   | 28<br>CMRE Financial<br>Employment Forum<br>10:00am-12:00pm<br>Welcome Orientation<br>2:00 – 3:30pm | 29<br>Optimizing Your<br>LinkedIn Profile<br>10am – 12 pm    | 30  |

### 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.

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!**

### 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.