

Employment Readiness Workshop Calendar

November 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Mastering the Interview Wk. 1 10am – 12:30pm	2 Welcome Orientation 9:30am – 11:00am Resume Development 10am – 12:30pm	3 Confidence Building 10am – 12:00pm	4
5	6 Welcome Orientation 9:30am – 11:00am Wiping the Slate Clean 10am-12:00pm	7 Welcome Orientation 9:30am – 11:00am Job Club Wk.1 10am – 12:00pm Basic LinkedIn 1pm – 3:00pm	8 Mastering the Interview Wk. 2 10am – 12:30pm Evening Resume Development 6:30pm – 8:30pm	9 Welcome Orientation 9:30am – 11:00am	10 WHW CLOSED – HOLIDAY	11
12	13 Welcome Orientation 9:30am – 11:00am	14 Welcome Orientation 9:30am – 11:00am Job Club Wk.2 10am – 12:00pm Basic LinkedIn 1pm – 3:00pm	15 Mastering the Interview Wk. 3 10am – 12:30pm	16 Welcome Orientation 9:30am – 11:00am Resume Development 10am – 12:30pm	17 Optimizing Your LinkedIn Profile 10am – 12:00pm	18
19	20 Welcome Orientation 9:30am – 11:00am	21 Welcome Orientation 9:30am – 11:00am Job Club Wk.3 10am – 12:00pm	22 Mastering the Interview Wk. 4 10am – 12:30pm	23 WHW CLOSED – HOLIDAY	24 WHW CLOSED – HOLIDAY	25
26	27 Welcome Orientation 9:30am – 11:00am	28 Welcome Orientation 9:30am – 11:00am Job Club Wk.4 10am – 12:00pm Advanced LinkedIn 1pm – 3:00pm	29 Social Media Savvy 10am – 12:00pm	30 Welcome Orientation 9:30am – 11:00am		

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.

Road Map to Success

Addresses the unique issues facing job seekers. Discover your unique qualities. Learn lifelong tools needed to effectively market yourself to potential employers. Address job search obstacles

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

4, 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!