

# 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 <b>WHW CLOSED – HOLIDAY</b>	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 <b>WHW CLOSED – HOLIDAY</b>	24 <b>WHW CLOSED – HOLIDAY</b>	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!**