

# Employment Readiness Workshop Calendar February 2018



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Welcome Orientation 9:30am – 11:00am Resume Development 10am – 12:30pm	2 Strengths Finder 9am – 12pm	3
5 Welcome Orientation 9:30am-11am	6 Welcome Orientation 9:30am – 11:00am Roadmap to Success Wk1 11am – 1:00pm Basic LinkedIn 2pm – 4:00pm	7 Mastering the Interview Wk. 1 10am – 12:30 pm Evening Resume Development 6:30-8:30 pm	8 Welcome Orientation 9:30am – 11:00am Transitional Financial Mgt 10am – 12pm	9 Confidence Building 10am – 12 pm	10
12 Welcome Orientation 9:30am-11am Crafting a Powerful Cover Letter 10am-12pm	13 Welcome Orientation 9:30am – 11:00am Roadmap to Success Wk2 11am – 1:00pm Basic LinkedIn 2pm – 4:00pm	14 Volunteer Appreciation Event	15 Welcome Orientation 9:30am – 11:00am Resume Development 10am – 12:30pm	16 Personal Branding 10am – 12 pm	17
19 WHW CLOSED – HOLIDAY	20 Welcome Orientation 9:30am – 11:00am Roadmap to Success Wk 3 11am – 1:00pm	21 Mastering the Interview Wk.2 10am – 12:30 pm	22 Welcome Orientation 9:30am – 11:00am	23 Networking 10am – 12 pm 24Hr HomeCare Employment Forum 1pm – 3pm	24
26 Welcome Orientation 9:30am-11am	27 Welcome Orientation 9:30am – 11:00am Roadmap to Success Wk 4 11am – 1:00pm Advanced LinkedIn 2pm-4pm Evening LinkedIn 5:30-7:00pm	28 Mastering the Interview Wk.3 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

### Roadmap to Success

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

### 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

2803 McGaw Avenue, Irvine, CA 92614 | 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!**