

Employment Readiness Workshop Calendar

March 2018



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Welcome Orientation 9:30am – 11:00am Resume Development 10am – 12:30pm	2 Confidence Building 10am – 12:00pm	3
5 Welcome Orientation 9:30am-11:00am Cielo Wk. 1 10am-12:00pm	6 Welcome Orientation 9:30am – 11:00am Roadmap to Success Wk. 1 11am – 1:00pm Basic LinkedIn 2pm – 4:00pm	7 Mastering the Interview Wk. 1 10am – 12:30 pm	8 Welcome Orientation 9:30am – 11:00am Bounce Back 10am – 12:00pm	9 Social Media Savvy 10am – 12:00pm	10
12 Welcome Orientation 9:30am-11:00am Cielo Wk. 2 10am-12:00pm	13 Welcome Orientation 9:30am – 11:00am Roadmap to Success Wk. 2 11am – 1:00pm Basic LinkedIn 2pm – 4:00pm	14 Mastering the Interview Wk. 2 10am – 12:30 pm	15 Welcome Orientation 9:30am – 11:00am Resume Development 10am – 12:30pm	16 How To Present Yourself as a Professional 10am – 12pm 24Hr Home Care Employment Forum 2pm – 4:00pm	17
19 Welcome Orientation 9:30am-11:00am	20 Welcome Orientation 9:30am – 11:00am Roadmap to Success Wk. 3 11am – 1:00pm	21 Mastering the Interview Wk.3 10am – 12:30 pm	22 Welcome Orientation 9:30am – 11:00am	23 Special Event	24
26 Welcome Orientation 9:30am-11:00am Cielo Wk. 3 10am-12:00pm	27 Welcome Orientation 9:30am – 11:00am Roadmap to Success Wk. 4 11am – 1:00pm Advanced LinkedIn 2pm-4:00pm	28 Mastering the Interview Wk. 4 10am – 12:30 pm	29 Welcome Orientation 9:30am – 11:00am	30 WHW CLOSED – HOLIDAY	31

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

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

Roadmap to Success

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

Pathways to Employment

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

WHW
2803 McGaw Avenue, Irvine, CA 92614 | 949.631.2333 | www.WHW.org
Monday – Friday 9:00 am to 5:00 pm

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