

# Employment Readiness Workshop Calendar

## January 2019



Visit WHW's New Job Search Center - Open Monday-Friday 9am to 5pm  
 Two Laptops available for job search activities (first come, first serve)  
 Work on your Resume, Apply for Jobs, Update LinkedIn Profile and more!



| MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY  | FRIDAY   | SATURDAY |
|---|--|--|---|--|----------|
|   | 1<br><b>WHW CLOSED – HOLIDAY</b>   | 2<br>Mastering the Interview Wk. 1<br>10:00am – 12:30 pm   | 3<br>Resume Development<br>10:00am – 12:30pm<br>Welcome Orientation<br>6:00pm-8:00pm    | 4<br>Confidence Building<br>10:00am – 12:30pm                    | 5        |
| 7<br>Creating Your Action Plan<br>11:00am-1:00pm<br>Welcome Orientation<br>3:30pm-5:00pm  | 8<br>Welcome Orientation<br>9:30am – 11:00am<br>Success Strategies Wk. 1<br>10:00am – 12:00pm<br>Basic LinkedIn<br>1:00pm – 3:00pm   | 9<br>Mastering the Interview Wk. 2<br>10:00am – 12:30 pm<br>Evening Resume Development<br>6:30pm-8:30 pm | 10<br>Resume Development<br>10:00am – 12:30pm<br>Welcome Orientation<br>6:00pm-8:00pm   | 11<br>Presenting Yourself as a Professional<br>10:30am – 12:30pm | 12       |
| 14<br>Welcome Orientation<br>3:30pm-5:00pm  | 15<br>Welcome Orientation<br>9:30am – 11:00am<br>Success Strategies Wk. 2<br>10:00am – 12:00pm<br>Strengths Finder Assessment<br>Session 1: 2:00pm-3:00pm<br>Session 2: 3:00pm-4:00pm<br>Basic LinkedIn<br>5:30pm – 7:00pm | 16<br>Mastering the Interview Wk. 3<br>10:00am – 12:30 pm  | 17<br>Resume Development<br>10:00am – 12:30pm<br>Welcome Orientation<br>3:30pm – 5:00pm | 18<br>Optimizing LinkedIn<br>10:00am – 12:00pm                   | 19       |
| 21<br><b>WHW CLOSED – HOLIDAY</b>   | 22<br>Welcome Orientation<br>9:30am – 11:00am<br>Success Strategies Wk. 3<br>10:00am – 12:00pm   | 23<br>Mastering the Interview Wk. 4<br>10:00am – 12:30 pm  | 24<br>Resume Development<br>10:00am – 12:30pm<br>Welcome Orientation<br>3:30pm – 5:00pm | 25<br>Personal Branding<br>10:00am- 12:00pm                      | 26       |
| 28<br>Creating Your Action Plan<br>11:00am-1:00pm<br>Welcome Orientation<br>3:30pm-5:00pm | 29<br>Welcome Orientation<br>9:30am – 11:00am<br>Success Strategies Wk. 4<br>10:00am – 12:00pm<br>Advanced LinkedIn<br>1:00pm – 3:00pm   | 30<br>The Value Formula<br>10:00am-12:00pm   | 31<br>Resume Development<br>10:00am – 12:30pm<br>Welcome Orientation<br>3:30pm – 5:00pm |  |          |

### 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 for questions on how to sign up for our workshops!