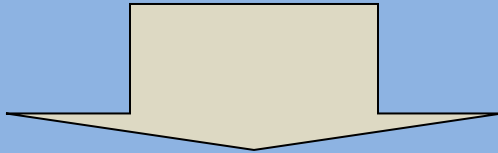


4 KEYS TO SUCCESS

Job Search Skills Workshop

9:00 am-12:00 pm



MONDAY DAY 1

Writing Resumes

Formats ◊ Targeting ◊ Dealing with Gaps Older Workers ◊ Career Changes ◊ Re-entry Making the Most of Your Experience

PREPARING FOR JOB SEARCH

Self-Assessment: Skills ◊ Boot Camp
Online application ◊ Getting Organized
Email 101

Wednesday 2

Interviewing

Interview Types ◊ Dressing for Success Behavioral Questions ◊ Questions to Ask Preparation ◊ Overcoming Nervousness
Mock Interview (Available)

GETTING AND KEEPING THE JOB

◊ Building a Network ◊ Social Media/LinkedIn ◊ Conflict Resolution ◊ Communication

2017 Schedule

November 6, Monday Day 1
November 8, Wednesday Day 2

November 20, Monday Day 1
November 22, Wednesday Day 2

December 4, Monday Day 1
December 6, Wednesday Day 2

2018 Schedule

January 8, Monday Day 1
January 10, Wednesday Day 2

January 22, Monday Day 1
January 24, Wednesday Day 2

February 5, Monday Day 1
February 7, Wednesday Day 2

February 19, Monday Day 1
February 21, Wednesday Day 2

March 5, Monday Day 1
March 7, Wednesday Day 1

March 19, Monday Day 1
March 21, Wednesday Day 1



Oakland Career Center
268 Grand Avenue
Oakland, CA 94610

510-858-6742/ www.oaklandpic.org

Must be an Oakland Career Center Member: Register in CalJobs required! Groups meet in the Computer Lab



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