

# ALAMEDA ONE STOP CAREER CENTER



COLLEGE OF ALAMEDA

## February 2010

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Websites:

[www.alameda.peralta.edu/one-stop](http://www.alameda.peralta.edu/one-stop)

[www.eastbayworks.com](http://www.eastbayworks.com)

### Business Hours

Mon., Tues., Thurs.

10:00 am - 4:30 pm

Wednesday 10:00am—7 pm

Friday 8:30am -12pm

### New Member Orientation

Monday—Thursday

10:00 am and 3:00 pm

Monday	Tuesday	Wednesday	Thursday	Friday
1 Drop-In Career Counseling 2-3pm	2 Women's Initiative for Self Employment 9-12pm  Stress Reduction Workshop 10-12pm  Taped Interviewing Workshop 1-4:30pm	3 Rehabilitation Counseling- 12pm	4 Resume writing/ Critique Lab 9:00 -10:00am  Drop-in Stress Counseling 10-12pm  Job Club 12 - 2 pm	5 Typing Certificate Available
8 Drop-In Career Counseling 2-3pm	9 Resume Workshop 11-12pm  Interview workshop 1-2:30pm	10 Rehabilitation Counseling- 12pm	11 Resume writing/ Critique Lab 9:00 -10:00am Drop-in Stress Counseling 10-12pm Job Club 12 - 2 pm Women's Initiative for Self Employment 2-5pm	12 Lincoln Day Observance Holiday
15 Washington Day Holiday	16 Stress Reduction Workshop 10-12pm  Women's Initiative for Self Employment 2-5pm	17 WIA Orientation 10-12pm	18 Resume writing/ Critique Lab 9:00 -10:00am  Drop-in Stress Counseling 10-12pm  Job Club 12 - 2 pm	19 Typing Certificate Available
22 Job Search Workshop 9:30-3:30pm  Drop-In Career Counseling 2-3pm	23 Job Search Workshop 9:30-3:30pm  Women's Initiative for Self Employment 2-5pm	24 Rehabilitation Counseling- 12pm	25 Resume writing/ Critique Lab 9:00 -10:00am  Drop-in Stress Counseling 10-12pm  Job Club 12 - 2 pm	26 Typing Certificate Available

Sponsored by:



## Workshops & Events - February 2010

**CAREER COUNSELING:** Drop-in appointments are 30 minutes in duration, and people will be seen on a first come, first-served basis. Follow-up appointments are available after initial drop-in appointment. *Facilitated by Emie Mitsuno*

**CAREER ASSESSMENT:** Career assessments are a great 1<sup>st</sup> step to any job search, vocational transition, or simply learning more about yourself. You will explore and take a closer look at how your values, skills/abilities, and personal interest match with your career/job goals. Learn something new about your personal characteristics; connect with your strengths, and why you naturally avoid certain (work/school) environments. Assessment is also great for high school, or college students who are looking at majors, vocational programs or even part-time jobs. *Facilitated by Emie Mitsuno*

**TAPED INTERVIEWING:** Wish you were more confident and prepared for job interviews? This workshop will cover interview preparation, types of interviews, crafting answers to common questions and follow up. You will learn how to use examples to answer questions more effectively. Bring your current résumé as well as any job descriptions you are interested in applying. *Facilitated by Jean Rowland*

**JOB CLUB:** Improve job search skills. Learn how to develop and use your network to find hidden job opportunities. Qualified job leads are provided. *Facilitated by Aram Attarian & Gavan Ambrosini*

**REHABILITATION WORKSHOP:** The counselor will provide you with information about the Department of Rehabilitation eligibility requirements and services available to clients. We help clients to formulate and achieve a career goal and develop a plan whether it is for schooling, training and/or job-placement services. Services available for clients include counseling, evaluations, assistive devices, adaptive equipment, paying for college/university tuition, fees, books, transportation and résumé development. Clients who are eligible for services will receive assistance in order to prepare them to enter, engage in, or retain gainful employment, or to live more independently. *Maritza Gordon, Counselor*

**RÉSUMÉ LAB:** Haven't started your resume yet? Learn how to create and format a professional résumé from scratch. This is a **hands-on** lab session that will help you create a résumé in Microsoft Word. You will need to bring a floppy disc or memory flash drive, so you can save your work and job descriptions you are interested in. *Facilitated by Emie Mitsuno*

**RÉSUMÉ DEVELOPMENT:** Would you like to create a more effective résumé that highlights your skills and qualifications? This **workshop** will cover the basics of résumé writing: purpose, format, effective content, and how to target your résumé to specific jobs. Bring your current résumé as well as any job descriptions you are interested in. *Facilitated by Aram Attarian*

**WIA ORIENTATION:** If you have been laid off, or if you are receiving or exhausted unemployment benefits, you might qualify for job placement, career counseling and training through the Workforce Investment Act. The workshop will cover eligibility requirements and how to complete the application. *Facilitated by Usha Mortensen*