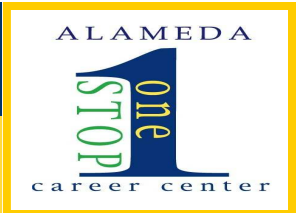
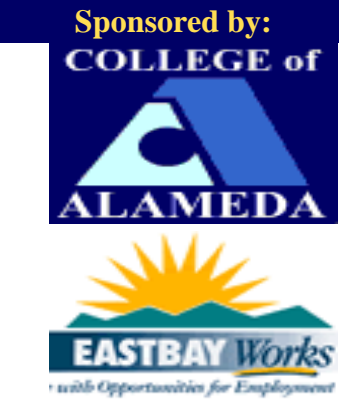


# ALAMEDA ONE STOP CAREER CENTER



## September 2010

**COLLEGE OF ALAMEDA**  
 Portable P (West Campus Dr.) 555 Ralph Appezato Memorial Parkway Alameda, CA 94501  
 Phone: (510) 748-2208  
 Fax: (510) 814-8302  
 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 10:00 am—7:00 pm  
 Friday 8:30am—12pm



Monday	Tuesday	Wednesday	Thursday	Friday
Typing Certificates Available Everyday (Drop-In)	Typing Certificates Available Everyday (Drop-In)	1 <u>The Grey Ceiling</u> (50+) Workshop 9-11 Rehabilitation Counseling 12-1 Stress Management Reduction Workshop 1-3	2 Resume Lab & Critique 9:00-10:30 Job Club 12	3 Typing Certificates Available Everyday (Drop-In)
6 <b>Closed for LABOR DAY HOLIDAY</b>	7 Cover Letter Workshop 1-3	8 Resume Workshop 9-11 Rehabilitation Counseling 12-1	9 <u>Resume Lab &amp; Critique</u> 9-10:30 <u>Drop-In Stress Counseling</u> 10-12 Job Club 12	10 Typing Certificates Available Everyday (Drop-In)
13 Typing Certificates Available Everyday (Drop-In)	14 Interview Workshop 1-3	15 Job Club 9-11 Stress Management Reduction Workshop 1-3	16 Resume Lab & Critique 9:00-10:30	17 Typing Certificates Available Everyday (Drop-In)
20 WIA Orientation 10:30-12:30	21 Networking Workshop 1-3	22 Job Club 9-11 Rehabilitation Counseling 12-1	23 Resume Lab & Critique 9-10:30 Drop-In Stress Counseling 10-12	24 Typing Certificates Available Everyday (Drop-In)
27 Job Search Workshop Part A 10-3	28 Job Search Workshop Part B 10-3	29 Job Club 9-11 Rehabilitation Counseling 12-1	30 Resume Lab & Critique 9:00-10:30	Typing Certificates Available Everyday (Drop-In)



## Workshops & Events - September 2010

**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 Dorsy Alvarez*

**RÉSUMÉ WORKSHOP:** 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 Lois Reid*

**RÉSUMÉ LAB & CRITIQUE:** 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 Gavan Ambrosini*

**INTERVIEWING SKILLS WORKSHOP:** 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 Gavan Ambrosini*

**DROP IN STRESS COUNSELING:** Are you finding it difficult to cope with challenges in your life? Are you feeling irritable, angry, discouraged, or depressed about your job search? Crisis support services can help. Meet with one of our drop in stress counselors and learn to better manage your job search and the stress associated with being out of work. *Crisis Support Services Counselor*

**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*

**THE GREY CEILING WORKSHOP:** (For those 50 years and older) Are you feeling like your age or experience is holding you back from getting a job?—think again! It's all in how you package yourself to your next potential employer. Come to this workshop to share your experiences and to learn new job search techniques that will get you noticed.. *Facilitated by Lois Reid*

**COVER LETTER:** Why is a cover letter so important? Most job seekers overlook this critical piece of their job search. Over half of employers require them as standard in considering you for a job. They are the first introduction of who you are. Learn how to use simple techniques to craft a custom cover letter for every job you apply to. Learn key words and action verbs to get hiring managers to take notice of you! *Facilitated by Lois Reid*

**STRESS MANAGEMENT REDUCTION:** What does anxiety have to do with stress? Would you like to learn a few ways to deal with the anxiety of STRESS? Attend this educational and experiential workshop. Come prepared for participation, discussion and support. *Facilitated by Frank Salerno from Crisis Support Services*

**JOB SEARCH WORKSHOP:** Having trouble closing the deal on a job in this economy? Job search is more than getting a resume together. Come to this workshop to learn how to integrate all aspects of landing your next job. We will cover resume writing, networking, finding job leads, interviewing and follow up. You will develop job search goals and a strategy for meeting them *Facilitated by Jean Rowland*