



310 E. Redwood Ave.  
 Fort Bragg, CA 95437  
 707-964-3218

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

# July 2010

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>FREE TYPING CERTIFICATE</b> <i>Need a Typing Certificate for employment? Free typing tests available by appointment. Check at front desk.</i> 		<b>1</b> <b>Career Exploration Workshop</b> 3:30-5	<b>2</b> <b>Resource Room Closed</b> <b>MPIC &amp; EDD Available by Appointment</b>
<b>5</b>  <b>Fourth Of July Holiday</b> <b>Closed</b>	<b>6</b> <b>Job Seekers Network</b> 1-4:45	<b>7</b> <b>WIA Orientation</b> 10- 12 <b>Job Seekers Network</b> 1-4:45	<b>8</b> <b>Job Seekers Network</b> 1-4:45 <b>Youth Resume Lab (Ages 17-21)</b> 3-4:30	<b>9</b> <b>Resource Room Closed</b> <b>MPIC &amp; EDD Available by Appointment</b> <i>New Workshop: Your Web Persona 10-12:00</i>
<b>12</b> <b>DOR Orientation</b> 1:30-2:30	<b>13</b> <b>WinWay Resume Lab</b> 3:30-5	<b>14</b> <b>WIA Orientation</b> 10-12 <i>Ace The Interview/ First Impressions 1:30 - 4</i>	<b>15</b> <b>Youth Career Exploration Workshop (Ages 17-21)</b> 3-4:30	<b>16</b> <b>Closed For MPIC Staff Meeting</b>
<b>19</b>	<b>20</b> <b>Career Exploration Workshop</b> 3:30-5	<b>21</b> <b>WIA Orientation</b> 10-12	<b>22</b>	<b>23</b> <b>Resource Room Closed</b> <b>MPIC &amp; EDD Available by Appointment</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> <b>WinWay ResumeLab</b> 3:30-5	<b>30</b> <b>Resource Room Closed</b> <b>MPIC &amp; EDD Available by Appointment</b>



For information about the agencies and workshops on this calendar please see the reverse side.



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## Activities & Opportunities

**Career Exploration Workshop-** This new workshop is key to giving you ideas for occupations that suit you well. This web based interest and skills assessment, Career Cruising is well-respected and used around the world. Learn how the skills you have can relate to a new career and if you need additional training. Upon completion of this workshop you will have:

\* A detailed Career Profile \* College and Financial Aid Information  
\* Information on Career & Technical programs. \* An Electronic Portfolio

**See front desk for more information**

**Convince Me-** You've just stepped on the elevator with the person who could hold your future. You have ten floors to convince them they need you in their organization. Convince Me will help you to develop your 30-60 second commercial. **See front desk to enroll.**

**Department Of Rehabilitation (DOR) -** Our mission is to assist Californians with disabilities to obtain and retain employment and maximize their ability to live independently in the community.

625 Kings Court, Suite A, Ukiah, CA 95782; 707-463-4791

**Financial Awareness-** In these tough economic times it's important to determine the best use of funds. Join us in the workshop to plan a budget and learn about your spending habits. **See front desk to enroll.**

**Job Seekers Network-** This workshop series will give you the tools and techniques you need to land the best job possible for you.\* Identify Your Skills \* Resumes Cover Letters and Thank You Letters \* Interview Skills \*Applications Tips and Traps \* Next Step-Moving Forward. **See Brochure for More Information. See front desk to enroll.**

**RESUME LAB-** This is a hands-on lab for anyone in the process of creating or reworking their resume. Participants will learn to use the **WinWay** resume program. This is the same program in use in our Resource Room, so it's the perfect way to receive technical support for starting your resume. **Space is limited to four people per session-sign up in advance and you'll be given the Resume Packet-read the material and compile your information BEFORE the lab and you'll be ready to go!** **See front desk to enroll.**

**West Company –** West Company assists those wishing to start or grow a business. Workshops and one-on-one consulting are available. To schedule an orientation please contact them toll free at (866) 604-WEST (9378) or visit [www.WestCompany.org](http://www.WestCompany.org) <<http://www.westcompany.org/>> for more information. 760B Stewart Street, Fort Bragg, CA 95437; 707-964-7571

**WIA Orientation –** Discover what employment and training options may be available to you. This workshop provides an overview of the different types of services available. **See front desk staff for more information.**

**Youth Workshops-**Designed specifically for 17-21 age group.

**Mendocino Private Industry Council (MPIC) -** Private non-profit organization providing job search and career exploration activities and programs. Self-directed services are available in the Mendocino Works resource centers to everyone; further specialized services - including one-on-one services with a vocational resource specialist - **may be available depending on eligibility. Ask for a WIA Orientation.**  
310 East Redwood Avenue, Fort Bragg, CA 95437; 707-964-3218, 1-800-600-6950

**Mendocino Works Employment Resource Center -** A center where you can access important information you need for your job search, or your search for the perfect employee, as well as posting your job openings.  
310 East Redwood Avenue, Fort Bragg, CA 95437; 707-964-3218, 1-800-600-6950