




631 South Orchard Avenue
 Ukiah, CA 95482
 707-467-5900
www.mendocinoworks.com

July 2010



Monday	Tuesday	Wednesday	Thursday	Friday
FREE TYPING CERTIFICATE Need a Typing Certificate for employment? Typing tests available by appointment. Call 467-5923			1 DOR Orientation 1:30pm-2:30pm Releasing Addiction 9:00am-11:00am	2 CalJOBS Basics 1:30pm-3:30pm
5  Closed 4th of July Holiday	6 Career Exploration 9:15am-11:15am The World of Work 9:30am-11:30am WinWay Resume Lab 1:30pm-4pm (Paul)	7	8 Releasing Addiction 9:00am-11:00am Targeted Resumes 9:00am-11:00am	9 CalJOBS Basics 1:30pm-3:30pm
12 Restarting Your Life 9:00am-11:00am Job Seekers Network 1:00pm-4:45pm Labor Market Information (Library) 1:30pm-3:30pm	13 Career Exploration 9:15am-11:15am The World of Work 9:30am-11:30am Job Seekers Network 1:00pm-4:45pm	14 WIA Orientation 10:00am-11:30am Job Seekers Network 1:00pm-4:45pm	15 Releasing Addiction 9:00am-11:00am Job Seekers Network 1:00pm-4:45pm DOR Orientation 1:30pm-2:30pm WinWay Resume Lab 1:30pm-4:00pm (CJS)	16 CalJOBS Basics 1:30pm-3:30pm
19 Restarting Your Life 9:00am-11:00am Online Apps/PC Basics II (Library) 1:30pm-3:30pm	20 Career Exploration 9:15am-11:15am The World of Work 9:30am-11:30am WinWay Resume Lab 1:30pm-4pm (Matt)	21 Ace The Interview 1:30pm-3:30pm	22 Releasing Addiction 9:00am-11:00am Web Persona 9:00am-11:00am	23 CalJOBS Basics 1:30pm-3:30pm Financial Awareness 10:00am-12:00pm
26 Restarting Your Life 9:00am-11:00am	27 Career Exploration 9:15am-11:15am The World of Work 9:30am-11:30am WinWay Resume Lab 1:30pm-4pm (Matt)	28 WIA Orientation 10:00am-11:30am	29 Releasing Addiction 9:00am-11:00am Beating The UI Blues 1:30pm-3:30pm	30 CalJOBS Basics 1:30pm-3:30pm First Impressions 9:00am-11:00am

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



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Activities & Opportunities

Building a Better Business Series – Provided by West Company a private, non-profit organization which assists those seeking self-employment. West offers business training and consulting services to enable county residents to reach self-sufficiency by starting a small business or microenterprise. 7 week Series: Reality Check, Starting a Business, Marketing I, Marketing II, Finance I, Finance II and Getting Ready for eCommerce. **Call 467-5931 to register for workshop series.**

CalJOBS Basics EDD): This workshop gives job seekers with little computer experience help registering with the Employment Development Department's CalJOBS website. Job seeker's will each build a CalJOBS resume and learn to utilize the website's search functions.

Career Exploration Workshop: Career Exploration Workshop: This workshop is key in 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. Upon completion of this workshop you will have: * Detailed Career Profile * College and Financial Aid Information * Learn how the skills you have can relate to a new career and if you need additional training. * An Electronic Portfolio. (Mendocino Works Workshop)

Department of Rehabilitation (DOR) Orientation: 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 95482; 707-463-4791**

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, Coverletters and Thankyou letters *Interview Skills *Applications Tips and Traps *Next Step – Moving Forward. **See brochure for more information.** (Mendocino Works Workshop)

Labor Market Information(EDD): Job seekers will learn to navigate the EDD Labor Market Information website through the LMI Career Information page. Information covered in the workshop includes: links to career assessments, education and training options, wage estimates and growth projections for occupations in Mendocino and Sonoma Counties, tools to locate employers and more. The Workshop is held at the Ukiah Branch Library. Space is limited.

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 Employment 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.** 631 South Orchard Avenue, Ukiah, CA 95482

Web Persona: This is a workshop and class discussion about networking. We will look at traditional or "Off-Line" networking as well as new forms of "On-Line" networking. We will also look at our "Web Persona's" and discuss Social networking and how it applies to looking for employment in today's competitive job market.

Online Application/PC Basics II (EDD): In this workshop, job seekers will set up email accounts and complete several online applications with the assistance of EDD Workforce Services Staff. The workshop is held at the Ukiah Branch Library. Space is limited.

Restarting Your Life: The class starts with a check-in and looks at existing job barriers. Participants choose topics from the following menu: finding your core gift, dealing with anxiety, dealing with depression, ADHD/learning disabilities, finding help for ...?, how your thoughts create your life, relationships at home and on the job, stress reduction, getting motivated, building self-esteem, and any other topic that will assist you in finding the right work situation for you.

Restarting Your Life-Releasing Addiction: This is an educational Support Group: We will use check-ins, identify and work on issues related to addiction: drugs, alcohol, gambling, food, etc. The group is for people awaiting treatment, for support or for post treatment support. We will be using exercises & guided meditations to support Recovery.

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 so **sign up in advance and pick up your Resume Packet - read the material and compile your information BEFORE the lab and you'll be ready to go!**

Targeted Resumes - Targeting Your Resume. You must have a current and up to date resume to participate in this lab. We will discuss ways to target your resume for each specific job you apply for.

The World of Work: A group discussion of personal goals and barriers regarding employment. Discussion topics range from identifying community resources to motivational strategies with a primary focus on building and employment plan. Facilitator, **Ron Arkin.**

WIA Orientations: Introduction and discussion of Workforce Investment Service structure through Mendocino Private Industry Council (MPIC). Job Development, Assessment, and possible Training assistance through WIA.

WIA YOUTH Orientation: Introduction and discussion of Workforce Investment Service structure for young Adults ages 17-21 through Mendocino Private Industry Council (MPIC).

To register for Workshops please see your Case Manager or Front Desk Staff unless otherwise noted.