



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

www.mendocinoworks.com



January 2012

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p>  <p>New Years Day Holiday</p>	<p>3</p>	<p>4</p> <p>Launching Your Job Search I Navigating in the Virtual One-Stop System 8:30-10</p> <p>WIA Orientation 10-12</p>	<p>5</p> <p>Launching Your Job Search II Creating Online Resumes 8:30-10</p>	<p>6</p> <p>Resource Room Closed MPIC & EDD Available by Appointment</p>
<p>9</p> <p>Job Seekers Network 1-5</p>	<p>10</p> <p>Job Seekers Network 1-5</p>	<p>11</p> <p>Job Seekers Network 1-5</p> <p>WIA Orientation 10-12</p>	<p>12</p> <p>Career Exploration Workshop 8:30-10</p> <p>Job Seekers Network 1-5</p>	<p>13</p> <p>Resource Room Closed MPIC & EDD Available by Appointment</p>
<p>16</p>  <p>Martin Luther King Jr. Holiday</p>	<p>17</p>	<p>18</p> <p>Launching Your Job Search III The Right Job for You 8:30-10</p> <p>WIA Orientation 10-12</p>	<p>19</p> <p>Launching Your Job Search IV Effective Job Search 8:30-10</p>	<p>20</p> <p>Closed For MPIC Staff Meeting</p>
<p>23</p> <p>Career Exploration Workshop 8:30-10</p> <p>DOR ORIENTATION 1:30-2:30</p>	<p>24</p>	<p>25</p> <p>Launching Your Job Search I Navigating in the Virtual One-Stop System 8:30-10</p> <p>WIA Orientation 10-12</p>	<p>26</p> <p>Launching Your Job Search II Creating Online Resumes 8:30-10</p>	<p>27</p> <p>Resource Room Closed MPIC & EDD Available by Appointment</p>
<p>30</p> <p>Career Exploration Workshop 8:30-10</p>	<p>31</p>			



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

Activities & Opportunities

ACE The Interview- The employer asks you "Tell me about a time when you had a conflict with your co-worker?" Do you know what the correct answer is? We can help you ACE THE INTERVIEW! **See front desk to enroll.**

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

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 limited funds. Learn about your spending habits and how to plan a budget. **See front desk to enroll.**

First Impressions- You just bumped into someone who said he needed a new employee and he said to you, "Tell me about yourself." Are you going to tell him about your new puppy or are you going to sell yourself well enough to be considered for that job opening? You CAN sell yourself in 60 seconds, we'll show you how! **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.**

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. Space is limited; **See the 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.**

Targeting Your Resume-Are you using one resume for every job you apply for? The way you position your resume can make the difference between going to the bottom of the pile and getting a call for an interview. This seminar will offer tips and techniques to catch the employer's eye and get you that all important interview. See front desk to enroll.

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. **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/>> 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