



January 2012

Rev 2, 1/10/12
 631 South Orchard Avenue
 Ukiah, CA 95482
 707-467-5900
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Monday	Tuesday	Wednesday	Thursday	Friday
2 HOLIDAY OFFICE CLOSED New Year's Day Observed	3 The World of Work 8:30am-10:30am Launching Your Job Search II, Creating Online Resumes 1:45-3:45	4 Stress Reduction 9:00am-11:00am Job Search Strategies 1:30-3:30	5 Changing Bad Habits / Attitudes/Addictions 9:00am-11:00am	6 Launching Your Job Search I, Navigating in the Virtual One Stop 9:00-11:00 CaJOBS Basics 1:30pm-3:30pm
9 Core Gift 9:00am-11:00am Launching Your Job Search II, Creating Online Resumes 9:00-11:00	10 The World of Work 8:30am-10:30am WIA Orientation 10:00am-11:30am Launching Your Job Search I, Navigating in the Virtual One Stop 1:45-3:45	11 Stress Reduction 9:00am-11:00am Career Exploration 9:00-11:00 Job Search Strategies 1:30-3:30	12 Changing Bad Habits / Attitudes/Addictions 9:00am-11:00am DOR ORIENTATION 625 Kings Court, Suite A 1:30-2:00	13 CaJOBS Basics 1:30pm-3:30pm
16 HOLIDAY OFFICE CLOSED Martin Luther King Day	17 The World of Work 8:30am-10:30am Launching Your Job Search II, Creating Online Resumes 9:00-11:00 Online Apps/PC Basics II 10:00am-12:00pm	18 Stress Reduction – Beginning YOGA 9:00am-11:00am Job Search Strategies 1:30-3:30	19 Launching Your Job Search I, Navigating in the Virtual One Stop 1:30-3:30	20 CaJOBS Basics 1:30pm-3:30pm
23 Restarting Your Life 9:00am-11:00am Job Seeker's Network 1:00pm-4:45pm	24 The World of Work 8:30am-10:30am Launching Your Job Search II, Creating Online Resumes 9:00-11:00 WIA Orientation 10:00am-11:30am Job Seeker's Network 1:00pm-4:45pm	25 Stress Reduction 9:00am-11:00am Job Seeker's Network 1:00pm-4:45pm Job Search Strategies 1:30-3:30	26 Changing Bad Habits / Attitudes/Addictions 9:00am-11:00am Labor Market Information 10:00am-noon Job Seeker's Network 1:00pm-4:45pm	27 CaJOBS Basics 1:30pm-3:30pm Launching Your Job Search III, The Right Job For You 9:00-11:00 Ace the Interview 10:00-noon
30 Restarting Your Life 9:00am-11:00am	31 The World of Work 8:30am-10:30am			FREE TYPING CERTIFICATE Need a Typing Certificate for employment? Typing tests available by appointment. Call 707- 467-5923

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



Activities & Opportunities

Ace the Interview: [Interview tips to get the job that you really want.](#) Learn what the interviewer is really asking, and develop techniques that will give you confidence during those difficult moments in interviews. Practice in a supportive environment with professional feedback. **Presented by MPIC.**

Building a Better Business: [Thinking of starting your own business?](#) West Company 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 & II, Finance I & II, and Getting Ready for eCommerce. For more information or to register, please call: (707) 467-5931 **Presented by West Company.**

CaJOBS EDD Basics: This workshop offers job seekers with little computer experience help with registering on the Employment Development Department's CaJOBS website. Job seekers will build a resume and use the website's search functions. **Presented by EDD.**

Career Exploration: This workshop is key in giving you ideas for occupations that suit you well. Career Cruising, a web based interest and skills assessment, is well-respected and used around the world. Learn how the skills you have can relate to a new career and discover if you need additional training. Upon completion of this workshop you will have: A Detailed Career Profile, An Electronic Portfolio, and College and Financial Aid Information. **Presented by MPIC.**

Changing Bad Habits: Behaviors/Attitudes/Addictions: Identify and work on issues related to addiction, including drugs, alcohol, gambling, food, or any other compulsive or repetitive behavior that gets in the way of forward progress. For people who need support, are awaiting or completed treatment. Includes exercises, guided meditations, and DVD's to support Recovery. **Presented by CalWORKs**

Core Gift Assessment: We all have surface skills and talents, which are very important, but at your core, what are the gifts that fulfill you? What are you called to do? A process designed to find out those qualities, that, when you give them to others, it makes you feel fulfilled and good about yourself. **Presented by CalWORKs.**

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

First Impressions: [Perfect Your 60 Second Elevator Speech!](#) Discover how an effective "60 second introduction" can make you stand out from the crowd. Techniques learned in this seminar will prepare you for impromptu meetings and networking opportunities. You only get one chance to make a first impression! **Presented by MPIC.**

Job Search Strategies: Designed to assist job seekers in a well diverse pallet of incorporating multiple methods in one strategy for effective job search. **Presented by EDD.**

Job Seekers Network: [Increase job search success through networking!](#) This interactive seminar series will give you the tools and techniques to improve your job search including: Application Tips and Traps, Identifying Your Top Skills, Resumes, Cover Letters, Thank You Cards, Interview Advice and Moving Forward. **Presented by Steve O'Mara.**

Labor Market Information (EDD): Job seekers will learn to navigate the EDD Labor Market Information website through the LMI Career Information page. Uncover a wealth of information from career assessments, education and training options, wage estimates and growth projections for occupations within your local counties. Use these tools to locate employers and more. For information, please call (707) 467-5900. **Presented by EDD.**

Launching Your Job Search Series:

I – Navigating in the Virtual One-Stop, Understanding where the jobs come from, Job Search, Setting up a Virtual Recruiter, entering background information, Learning Center. **Presented by Christy Gard, MPIC, Inc.**

II – Creating Online Resumes - Maximize your exposure to job openings and allow employers to search for you! **Space is limited so sign up in advance.** **Presented by Mendocino Works**

III – The Right Job for You – To give you ideas for occupations that suit you well. Assist you in learning how the skills you have can relate to a new career. Must take Launching Your Job Search I and II prior to this class. **Presented by Christy Gard, MPIC**

Online Application / PC Basic (EDD): You will learn how to set up email accounts and complete several online applications with the assistance of an EDD Workforce Services staff. **For information, please call (707) 467-5900. Presented by EDD.**

Restarting Your Life: [You are what you think!](#) Look at existing job barriers. Dealing with anxiety, depression, finding help, how your thoughts create your life, home and work relationships, getting motivated, building self esteem and any other topic which will assist you in finding the right work situation for you. **Presented by CalWORKs.**

Stress Reduction: Information on what stress is, how it affects you, how to identify your stressors and learn in your life. You'll learn how to meditate and we'll use guided meditations for relaxation and focus. **Presented by CalWORKs.**

Stress Reduction YOGA: First a check-in, then a video focusing on beginning yoga ending with a relaxing full body meditation. Bring a mat and/or a blanket, loose comfortable clothing and a pillow to sit on.

Surviving A Lay-off: [If you or someone you know is laid off, learn how to Beat the Unemployment Blues.](#) This seminar will offer you simple tips to survive, relax and thrive when times are tough. Gain an understanding of exactly what you and your family are feeling at this time. You will also receive help organizing yourself and your job search with useful items for your portfolio. **Presented by MPIC.**

Targeting Your Resume: [Are you using one resume for every job you applying 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. Offers tips and techniques to catch the employer's eye and get you that all important interview. **Presented by MPIC.**

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. **Presented by CalWORKs.**

Workforce Investment Act Orientation (WIA): [WIA's purpose is to provide access to job seekers with resources needed for the pursuit of employment and training opportunities through:](#) Including Veteran's, dislocated workers, low-income, and new entrants to the workforce. Assistance available career exploration and assessment, assistance with the cost of training such as tuition and other supportive services, job development services, etc. **Veterans receive priority of service for WIA program services.** **Presented by MPIC.**

WIA – Youth Orientation: Engaging services to prepare young adults (17–21) for the workplace through resources that empower and guide them to take charge of their future and career development. Support is individualized to meet the needs of each young adult and can include academic, vocational, entrepreneurial training, internships, paid and non-paid work experiences, supportive services, etc. **Presented by MPIC**

To register for Workshops or Seminars, please contact your Case Manager or the Front Desk Staff unless otherwise noted.