**BANK OF AMERICA MERRILL LYNCH WORKFORCE DEVELOPMENT CENTER
EVENTS & WORKSHOPS AUGUST 2018
330 PARK BLVD., RM #555, SAN DIEGO, CA 92101 | (619) 231-4289 | See more at workforce.org/events**

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| --- | --- | --- | --- | --- |
| **Center Hours:**M, T, TH, F: 9:30 a.m.–4:45 p.m. W: 9:30 a.m.–6:45 p.m. 1st Sat. of the month: Noon–3 p.m. |  |  **1**9–11 a.m.Skills & Accomplishments*Chavez Room* |  **2**9–11 a.m. Employment Quest Job Club*Chavez Room* |  **3** |
|  61:30–3:30 p.m.Labor Market in San Diego *Wells Fargo Technology Learning Ctr, 4th floor* | 710 a.m.–noonResume Stategies *Conference Room 563* | 8 | 9 |  **10** |
| 13 1:30–3:30 p.m.What to Say at Job Interviews*Conference Room 563* |  14 10 a.m.–noon Your Personal Commercial*Conference Room 563*  | 15  | 16  | 17  |
|  20 1:30–3:30 p.m.Finding Hidden Jobs*Conference Room 563*  | 21 10 a.m.–noon Skills & Accomplishments*Conference Room 563*  | 22  | **23**  | 24 |
|  271:30–3:30 p.m.Resume Strategies*Conference Room 563* | 28 | 29 | **30**  | 31 |

SDWP is a proud partner of the America’s Job Center of California Network and provides equal opportunity for its programs, services and employment. Auxiliary aids and services for individuals with disabilities are available upon request.

## **WORKSHOP DESCRIPTIONS**

**Exploring Job Options:** This workshop walks you through an effective 4-step process that helps you evaluate yourself, your options, your best matches, and develop an action plan to secure jobs that best match the “real you”. You’ll also learn about other helpful workshops and resources that tie into this process.

**Finding Hidden Jobs:** It’s estimated that 20% of all job openings are advertised by employers while only 5%-15% of all hires come from advertised jobs. The remaining jobs, often the best jobs, are filled by other means. Learn the best, proven job search strategies for tapping into the hidden job market where many of the best employment opportunities are found.

**Labor Market in San Diego:** (Hands On) Navigate the best labor market information websites to find out what’s hot and what’s not; jobs that match your specific skill set, building employer lists, résumé and interview tips, and much more.

**Online Job Search Strategies:** (Hands On) The internet offers useful and effective means to employment. Designed for job seekers new to the internet, we show you how to create an e-mail address, upload your Résumé to your email and post is online, job search online using internet job board services, discover keywords, navigate commonly-used internet job boards and more.

**Resume Strategies:** Apply expert principles to build professional, attention-grabbing resumes. See your resume from the employer’s perspective to best present your value. Powerful resumes showcase key skills through examples of results and accomplishments! Chronological and functional resumes are compared & contrasted. The purpose and format of each section of the resume is discussed.

**Skills & Accomplishments:** Many job seekers have difficulty identifying and presenting their best skills to prospective employers. Define andidentify your skills and leverage them as impressive accomplishment statements on your résumé and job interview.

**What to Say at Job Interviews:** Interviews are where preparation and opportunity meet. Gain confidence by preparing effectively for interviews. Knowing what employers want and communicating your value effectively are vital keys to your success. Identify potential pitfalls and gain insights on answering open/closed-ended questions, and behavioral questions effectively & powerfully.

**Your Personal Commercial:** A major challenge job seekers face is in knowing what to say to impress employers. Communicate your value to employers effectively and professionally. Customize your personal commercial and résumé to get the job using simple techniques that will add power to your personal presentation and boost your self-confidence. Bring a job posting you like.

