**SOUTH METRO CAREER CENTER EVENTS & WORKSHOPS — AUGUST 2018
4839 IMPERIAL AVE., SAN DIEGO, CA 92113 | (619) 226-4200 | See more at workforce.org/events**

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| --- | --- | --- | --- | --- |
| **Center Hours:**M– F: 8 a.m.–5 p.m. |  |  **1**9–11 a.m.Skills & Accomplishments*Chavez Room* |  **2**9–11 a.m.Employment Quest Job Club*Chavez Room* |  **3** |
|  69–11 a.m. Resume Strategies*Chavez Room*10:30 a.m.–noonOrientation to Veteran Services | 7 9–11 a.m.Labor Market in San Diego*Chavez Room*1:30–3:30 p.m.Career Assessment Tools*Chavez Room* | 8 9–11 a.m.Exploring Job Options*Chavez Room* | 91:30–4:30 p.m.Resume Review Clinic*Chavez Room* |  **10**2–4 p.m.**How to Find State Jobs***Randolph Room* |
| 13 9–11 a.m.Online Job Search Strategies*Chavez Room*10:30 a.m.–noonOrientation to Veteran Services | 14 9–11 a.m.Finding Hidden Jobs*Chavez Room* | 159–11 a.m.Cover Letters & Thank You Letters *Chavez Room* | 16 9–11 a.m.Employment Quest Job Club*Chavez Room* |  17 |
|  20 9–noonNew Beginnings*(\*\*\*Pre-registered only\*\*\*)**Randolph Room*9–11 a.m.Your Personal Commercial*Chavez Room*10:30 a.m.–noonOrientation to Veteran Services | 21 9–noonNew Beginnings*(\*\*\*Pre-registered only\*\*\*)**Randolph Room*9–11 a.m.What to Say at Job Interviews*Chavez Room*1:30–3:30 p.m.Labor Market in San Diego*Chavez Room* | 22 9–noonNew Beginnings*(\*\*\*Pre-registered only\*\*\*)**Randolph Room* 9–11 a.m.Exploring Job Options *Chavez Room* | **23** 9–noonNew Beginnings*(\*\*\*Pre-registered only\*\*\*)**Randolph Room* 9:30 a.m.–4 p.m.Mock Interviews(\*\*By Appointment Only)Please email **annaguadarrama@workforce.org** to schedule your 40 min One-on-One coaching session*Chavez Room* | 249–noonNew Beginnings*(\*\*\*Pre-registered only\*\*\*)**Randolph Room* |
|  279–11 a.m.Social Media is the new #Resume (Facebook, Twitter, Instagram for Jobseekers)*Chavez Room*10:30 a.m.–noonOrientation to Veteran Services | 288:30–11:30 a.m.Resume Review Clinic*Bring printed Resume copy**Resource Room* | 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**

**Career Assessment Tools**: (Hands On): This workshop helps you identify job targets and establish viable vocational goals by using assessments that explore your interests, values, skills and personality to identify jobs that match YOU best.

**Cover Letters & More**: Often overlooked, cover letters are a critical element to job search success. Identify what employers want to know about you before inviting you to an interview, then explore the steps to impressive and attention-getting cover letters.

**Employment Quest Job Club**: The Employment Quest Job Club will be an opportunity for job seekers to network, learn real time strategies, and also participate in job search exercises within a group setting (activities will vary on a monthly basis). No prior registration necessary, join us!

**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**: 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, resume and interview tips, and much more.

**New Beginnings**: Everyone needs a fresh start and sometimes, unique, approach to looking for work. This workshop series is geared to assist people involved with the Justice system. Individuals who are recently released or having difficulty finding are maintaining work because of a criminal histry are encouraged to attend the full series. Please call 619-266-4200 to register for the workshop series prior to attending.

**Online Job Search Strategies**: 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.

