

# “HOW TO” SESSIONS & WORKSHOP DESCRIPTIONS

## January

2018

Connections One Stop ♦ 3047 Briw Road, Placerville, CA 95667

Please make sure to register at [www.CalJobs.ca.gov](http://www.CalJobs.ca.gov) in order to attend any workshop.

**INTERVIEW SKILLS:** Discover the Methods for a successful interview; Perform better by knowing what to expect and how to respond. Practice answers to tough questions. Learn the importance of the thank you letter and how to write one.

**MATH SKILLS:** Afraid of math? Join us to improve your confidence. This session is a quick review of fractions, decimals, and percentages to take the fear of those pre-employment tests away.

**MONEY SMART:** It's never too early or too late to start saving for your future goals. No matter your current financial status, there are ways to make small changes that can add up to big results! Join us in learning new ways to enhance your financial skills and create pathways to a sustainable future!

**HOW TO GET A STATE JOB:** Come learn how to navigate the state job application system.

**RESUME SKILLS:** Identify the various kinds of resumes and how to choose the best format for your job search. Learn how to develop a resume and how to use it in your job search.

**TIPS TO HELP YOU QUIT:** Would you like to quit smoking, vaping, or using tobacco products?

- Receive a *free* packet of resources & materials to help you quit
- Find out about the benefits of quitting
- 10 tips to help you quit
- Exposure to secondhand & thirdhand smoke
- *Free* counseling services & texting program
- *Free* nicotine patches for qualified participants

**DEPARTMENT OF REHABILITATION ORIENTATION:** If you have a disability of any kind that you feel affects your ability to get and/or hold a job, it may be to your benefit to find out about the services offered by the Department of Rehabilitation. This workshop can also help you get answers to any questions you may have about applying to the Department of Rehabilitation.

**WIOA INFO SESSION:** Learn about available assistance for vocational training opportunities through the Workforce Innovation & Opportunity Act (WIOA) and receive the necessary paperwork to begin the process.

**EMPLOYMENT AND ANXIETY:** Is searching for a job stressing you out? Come and explore practical methods to help keep calm and focused.

**MEETING CHALLENGES IN THE WORKPLACE:** Explore what is working in your life and what is not: find practical and individualized ways to look at learning and change. Use this workshop as a challenge to prioritize your life successfully while looking for a job and use these skills to become a more prepared employee.

**UNDERSTANDING HOW ADDICTION IMPACTS EMPLOYMENT:** Every family has been affected by addiction and understanding the problem is the first step to healing. Take this opportunity in your job search activities to learn how to address this issue.

**THINKING BEYOND DEPRESSION:** Job Search can be challenging and exhausting. What are some things you can do to help when you are feeling down? Come and learn about the thoughts and choices that can help keep you in a positive mood.

**MOTIVATION & CHANGE FOR JOB READINESS:** Change is challenging. This workshop explores the stages of successful change and will focus on ways to apply this information to your job search and to your adjustment once you're working.

**CASAS READING & MATH ASSESSMENT:** Assessment test to evaluate Reading and Math levels (includes 25 reading questions and 25 math questions in two 25 minute time periods).

Please register for the One-Stop on [www.caljobs.ca.gov](http://www.caljobs.ca.gov)

If you have questions, please call (530) 642-4850