



San Mateo Workshop Calendar

1777 Borel Place Suite 500 | San Mateo, CA 94402 | www.novaworks.org
Hours & Computer Availability: Monday through Friday 8:00AM - 5:00PM

All workshops are available on a first-come, first-served basis to registered NOVA Job Center Members
Please sign in at the NOVA Job Center front desk 30 minutes prior to the start of the workshop

Call (650) 581-0058 if you have any questions

September 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				1 NOVA Job Center will CLOSE at 3:30PM
4 Office CLOSED in observance of Labor Day	5 Power Up Your Job Search 9:00AM - 11:00AM What Are My Training Options? 2:30PM - 3:30PM	6 Resume Facts 2:00PM - 4:00PM	7 Am I Marketable? 9:30AM - 11:30AM Power Up Your Job Search 1:30PM - 3:30PM	8 Ace The Interview 9:00AM - 12:00PM
11 What Are My Training Options? 10:00AM - 11:00AM Managing Change 1:30PM - 4:00PM	12 Power Up Your Job Search 9:00AM - 11:00AM Resume Facts 1:30PM - 3:30PM	13 Am I Marketable? 9:00AM - 11:00AM Ace The Interview 1:30PM - 4:30PM	14 Power Up Your Job Search 1:30PM - 3:30PM	15 Ask The Career Advisor 10:00AM - 11:00AM
18 Am I Marketable? 9:30AM - 11:30AM What Are My Training Options? 2:00PM - 3:00PM	19 Power Up Your Job Search 9:00AM - 11:00AM *ResumePro: Think Like a Recruiter 1:30PM - 4:00PM	20 Networking 101 10:00AM - 2:00PM	21 Resume Facts 9:00AM - 11:00AM Power Up Your Job Search 1:30PM - 3:30PM	22 Developing Your LinkedIn Profile 10:00AM - 11:30AM Ace The Interview 1:30PM - 4:30PM
25 Am I Marketable? 2:00PM - 4:00PM	26 Power Up Your Job Search 9:00AM - 11:00AM Using LinkedIn in Your Job Search 1:30PM - 3:00PM	27 Ask The Career Advisor 9:00AM - 10:00AM Resume Facts 1:30PM - 3:30PM	28 What Are My Training Options? 10:00AM - 11:00AM Power Up Your Job Search 1:30PM - 3:30PM	29 Managing Change 9:00AM - 11:30AM *ResumePro: Think Like a Recruiter 1:30PM - 4:00PM

***This class requires a Pre-requisite. Please see the workshop descriptions prior to registering.**

NOVA - San Mateo is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. TTY: Dial 711 for California Relay Service

Step 1 Attend Power Up Your Job Search and Registration. Bring documents to this appointment.

Step 2 When Registration is complete, meet with a Career Advisor to develop a customized job search plan.

CAREER ADVISOR SERVICES

► Career Advising

One-on-one job search assistance. To schedule an appointment with a Career Advisor, **complete our online form**, goo.gl/TQixWP OR call (650) 581-0058

► Ask the Career Advisor

Have a question for an advisor but don't think you need a 1-on-1 meeting? This group session is your opportunity to drop-in and have your questions answered.

► Advice Line

Have a quick question for an advisor and can't get to the NOVA Job Center? **Complete our online form**, goo.gl/5d71pW OR call (650) 581-0058

The first step in the process to become a NOVA Job Center member is to attend the **Power Up Your Job Search and Registration** session. This is a 2-hour session offered every Tuesday and Thursday. Call (650) 581-0058 to RSVP.

1

FOCUS

Managing Change

An interactive workshop to help you move through the stress and uncertainty created by job loss created by job loss. Learn how to work through your emotions, launch an effective job search, and explore what's next for you.

Am I Marketable?

This class will assist you in determining your marketability for the position you are targeting. You will use online tools to define current trends including availability of positions, required skills, and salary data.

What Are My Training Options?

Learn about the training options that are available to you to increase your skills, confidence, and marketability.

2

RESUME

Resume Facts

Learn the answers to the most common resume questions including: what goes on the resume, do I need to customize my resume, what are the best ways to organize my information, and is a cover letter necessary?

Resume Critique

Have a career advisor review your resume and provide you with information, ideas, and assistance to make your resume most effective. *This service is offered during career advising appointments.*

Resume Pro: Think Like a Recruiter

Learn what recruiters look for in potential candidates and the problems and challenges they face. You will be better equipped to create a resume that presents you in the best light possible. ***Pre-requisite: participants must have attended Resume Facts prior**

3

JOB SEARCH

Networking

The more exposure you and your resume have during the job search, the more likely you are to find a job. Learn about the visible and hidden job market and the best ways to tap into your network.

Developing Your LinkedIn Profile

Learn the basics of LinkedIn including setting up your profile, managing your account settings, and adding connections. ***Prior to attending, call if you would like a headset**

Using LinkedIn in Your Job Search

Learn how to use LinkedIn as a job search tool including finding people, using groups, and locating job postings. ***Prior to attending, call if you would like a headset**

4

INTERVIEW

Ace the Interview

The most simple interview questions can be the most difficult to answer. Learn how to handle questions about your salary requirements, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews.

Interview Preparation

Have an interview coming up? Receive valuable feedback through a mock interview session from a career advisor. *This service is offered during career advising appointments.*