



# San Mateo Workshop Calendar

1777 Borel Place Suite 500 | San Mateo, CA 94402 | [www.novaworks.org](http://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

## October 2017

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p><b>Ace the Interview</b> 9:00AM - 12:00PM</p> <p><b>Managing Change</b> 1:30PM - 4:00PM</p>	<p>3</p> <p><b>Power Up Your Job Search</b> 9:00AM - 11:00AM</p> <p><b>Resume Facts</b> 1:30PM - 3:30PM</p>	<p>4</p>	<p>5</p> <p><b>Am I Marketable?</b> 9:30AM - 11:30 AM</p> <p><b>Power Up Your Job Search</b> 1:30PM - 3:30PM</p>	<p>6</p> <p><b>What Are My Training Options?</b> 10:00AM - 11:00AM</p> <p><b>NOVA Job Center will CLOSE at 3:30PM</b></p>
<p>9</p> <p><b>Ask the Career Advisor</b> 10:00AM - 11:00AM</p>	<p>10</p> <p><b>Power Up Your Job Search</b> 9:00AM - 11:00AM</p> <p><b>What Are My Training Options?</b> 2:00PM - 3:00PM</p>	<p>11</p> <p><b>Resume Facts</b> 9:00AM - 11:00AM</p> <p><b>Generating Job Leads (Networking)</b> 11:00AM - 3:00PM</p>	<p>12</p> <p><b>Am I Marketable?</b> 9:30AM - 11:30PM</p> <p><b>Power Up Your Job Search</b> 1:30PM - 3:30PM</p>	<p>13</p> <p><b>*ResumePro: Think Like a Recruiter</b> 10:00AM - 12:30PM</p> <p><b>Ace the Interview</b> 1:30PM - 4:30PM</p>
<p>16</p> <p><b>Am I Marketable?</b> 9:30AM - 11:30AM</p> <p><b>What Are My Training Options?</b> 2:00PM - 3:00PM</p>	<p>17</p> <p><b>Power Up Your Job Search</b> 9:00AM - 11:00AM</p> <p><b>Resume Facts</b> 1:30PM - 3:30PM</p>	<p>18</p> <p><b>Ace the Interview</b> 9:00AM - 12:00PM</p> <p><b>Developing Your LinkedIn Profile</b> 1:30PM - 3:00PM</p>	<p>19</p> <p><b>Power Up Your Job Search</b> 1:30PM - 3:30PM</p>	<p>20</p> <p><b>Managing Change</b> 9:00AM - 11:30AM</p> <p><b>Ask the Career Advisor</b> 2:00PM - 3:00PM</p>
<p>23</p> <p><b>Am I Marketable?</b> 9:30AM - 11:30AM</p>	<p>24</p> <p><b>Power Up Your Job Search</b> 9:00AM - 11:00AM</p> <p><b>What Are My Training Options?</b> 2:00PM - 3:00PM</p>	<p>25</p> <p><b>Resume Facts</b> 9:00AM - 11:00AM</p> <p><b>*ResumePro: Think Like a Recruiter</b> 1:30PM - 4:00PM</p>	<p>26</p> <p><b>Using LinkedIn in Your Job Search</b> 10:00AM - 11:30AM</p> <p><b>Power Up Your Job Search</b> 1:30PM - 3:30PM</p>	<p>27</p> <p><b>Ace the Interview</b> 1:30PM - 4:30PM</p>
<p>30</p> <p><b>Am I Marketable?</b> 1:30PM - 3:30PM</p>	<p>31</p> <p><b>Power Up Your Job Search</b> 9:00AM - 11:00AM</p> <p><b>Resume Facts</b> 1:30PM - 3:30PM</p>	<p><b>November</b> 1</p> <p><b>What Are My Training Options?</b> 9:00AM - 11:00AM</p>	<p>2</p> <p><b>Ace the Interview</b> 9:00AM - 12:00PM</p> <p><b>Power Up Your Job Search</b> 1:30PM - 3:30PM</p>	<p>3</p> <p><b>NOVA Job Center will CLOSE at 3:30PM</b></p>

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

*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.

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.

### 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/7QixWP](http://goo.gl/7QixWP) 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](http://goo.gl/5d71pW) OR call (650) 581-0058

## 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

### Generating Job Leads (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 headshot***

### 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.

## 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.*