



CONCORD CAREER CENTER JANUARY 2019

Revised 12/20/2018

Computers, Fax & Copiers Available till 4:45pm
HOURS Monday-Friday 8:30 AM – 5:00 PM
4071 Port Chicago Hwy., Suite 250
Concord, CA 94520
(925) 671-4500
Register at: www.caljobs.ca.gov
Visit our Website: www.eastbayworks.com

NOT SURE WHERE TO START?

Come to WIOA Info Session

Wednesday, January 16, 2019 at 1:30 pm -2:30 pm

Recommended Workshops to take after the above workshop

CCWC Résumé Writing

CCWC Job Search in CalJOBS

Tuesday, January 22nd, 2:00 pm-3:00 pm Thursday, January 24th, 3:00 pm-5:00 pm

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

DAILY TOURS at 10:00 am & 1:00 pm

Orientación en Español cada Miercoles a las 11:00 am

Career Assessments ♦ Skill assessments ♦ Typing tests
Experience Unlimited (EDD-sponsored networking group)

**ALL CENTER SERVICES
REQUIRE CALJOBS
REGISTRATION.**

TECH TOOLS

Email for Job Search

Friday, January 18th, 2019 ~ 2:00 pm—3:00 pm

Introductory Excel

Friday, January 18th, 2019 ~ 1:30 pm—4:30 pm

Microsoft Word Basic

Tuesday, January 3rd, 2019 ~ 10:30 am—12:00 pm

Cal Fresh by Appointment

Please sign up for an appointment at the Front Desk

Résumé Review & Career Coaching by Appointment

Please sign up for an appointment at the Front Desk

Dept. of Rehabilitation by Appointment

Please sign up for an appointment at the Front Desk

JOB SEARCH BASICS

Interviewing Techniques

Thursday, January 17th, 11:30 pm—1:00 pm

Job Search Strategies

Wednesday, January 9th, 10:00am—11:00am

Thursday, January 17th, 3:00pm—4:30 pm

Job Search & Higher Educ. For Youth

Wednesday, January 4th, 12:30pm—1:00am

Networking Skills

Friday, January 8th 3:00 pm—4:00 pm

Thursday, January 24th 3:00 pm—4:00 pm

Résumé Basics

Tuesday, January 8th 10:00am—11:00am

On Site Recruitments

Announcements are posted online at
www.eastbayworks.com

Flyers are available in the Resource
Room with updated information

BEYOND THE BASICS

Applying for Government Jobs

Monday, January 14th, 11:00am—12:00pm

Friday, January 25th, 11:00am—12:00pm

California Training Benefits (CTB)

Wednesday, January 16th, 2:30 pm—3:30 pm

Customer Service Training

M-F, January 28th — February 1st 9:00 pm—12:00 pm

Labor Market Information (LMI)

Tuesday, January 22nd, 2:00 pm — 3:00 pm

ASSESSMENT CENTER

Jackson Vocational Interest Survey (JVIS) — Turn your interests into a satisfying career with this education and career planning tool.

Dates Scheduled: Tuesday, January 8th, 15th, 22nd, 29th Thursday, January 3rd, 10th, 17th, 24th, 31th and from 12:00 pm-2:00 pm

Metrix Online Training (Registration Required) <http://eastbayworks.metrixlearning.com>

Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials.

Typing Tests — Please call the Front Desk for additional information and to schedule your appointment. No-cost certificate verifies speed and accuracy.

Dates Scheduled: Tuesday, January 8th, 15th, 22nd, 29th Thursday, January 3rd, 10th, 17th, 24th, 31th and from 12:00 pm-2:00 pm



SMALL
BUSINESS
DEVELOPMENT
CENTER
CONTRA COSTA

WORKSHOPS

**Converting Prospects to
Customers - "Everything Starts
with a Sale"- Concord**

Tuesday, January 26, 2019

9:00am to 12:00pm

www.contracostasbdc.org

Career Center ~ Activity Information

Concord Center is open 8:30 am–5:00 pm, Monday through Friday. For specific assessment and workshop dates and times, see center calendars. Assistive software/devices are available:

Basic workshops offered:

<p>WIOA Info Session (aka: Career Center Services): Overview of all programs and services.</p> <p>Jackson Vocational Interest Survey (JVIS): Turn your interests into a satisfying career with this education and career planning tool.</p> <p>Metrix Online Training: Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials.</p>	<p>On-Site Recruitment Events: Meet with employers, ask questions, and maybe get a job offer. Be sure to apply online ahead of time.</p> <p>Résumé Review: Get expert critique! Bring hard and electronic copy.</p> <p>Résumé Writing Basics: Résumé "Do's and Don'ts" every jobseeker should know. Learn how to tailor your résumé for different jobs.</p> <p>Typing Evaluations: No-cost certificate verifies speed and accuracy.</p>
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Specialty workshops offered:

<p>Customer Service: Learn the keys to excellent customer service and then become certified by the National Retail Federation (NRF) by taking a test. One-week course offered several times a quarter.</p> <p>Applying for Government Jobs: Considering public service? Overview of hiring process in federal, state, county or city government.</p> <p>Basic MS Word: Learn to create, edit, save and print documents.</p> <p>California Training Benefit (CTB): Do you qualify to continue your UI benefits while you're training for your next job? Come find out.</p> <p>CalJOBS: Post resumes and manage your job search all in one place.</p>	<p>Department of Rehab Presentation: Services and eligibility.</p> <p>Free Tax Preparation: Free, low-income Fed/State tax prep service.</p> <p>E-mail for Job Search: Learn the basics of how email operates, how to set up an account, send emails and attach documents.</p> <p>Introductory Excel: Learn to create, edit, save and print documents.</p> <p>Job Search Strategies: Get organized and get employed.</p> <p>Labor Market Information: Learn about industry and hiring trends.</p> <p>YEOP (Youth Employment Opportunity Program): Are you 15-25 years old? Get help achieving your education and career goals through assessment and peer advising.</p> <p>Youth Education & Job Search: This YEOP workshop will give you the tools you need to set goals and get started on your action plan.</p>
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Here are some of the Partner agencies in America's Job Center (AJCC) you will find:

CONTRA COSTA WORKFORCE

COLLABORATIVE (CCWC- ACCESS POINTS)

- Contra Costa College, San Pablo, Ca.
- Diablo Valley College (PHC), Pleasant Hill, Ca
- Mt. Diablo Adult Education, Concord, Ca
- Liberty Adult Community Education Center, Brentwood, Ca
- Martinez Adult Education, Martinez, Ca
- Pittsburg Adult Education Center, Pittsburg, Ca
- Lao Famil Y Community Development, San Pablo, Ca
- New Horizons-Career Development Center, Rodeo, CA 94572
- Opportunity Junction, Inc., Antioch, CA
- San Pablo Economic Development Corp., San Pablo, Ca
- Job Corps
- Shelter Inc.
- CalWORKs (TANF)
- Armed Forces Services Corporation
- Department of Rehabilitation
- Employment Development Department
- Bay Area Community Resources (*serves youth*)
- Senior Community Service Employment Program
- Community Housing Development Center
- Deaf Counseling Advocacy and Referral Agency
- Small Business Development Center

