



CONCORD

America's Job Center
of California

September 2016

Monday, September 5
~ Labor Day Holiday
The Center will be Closed
HOURS 8:30 AM-5:00 PM
(Computers & Fax available till 4:45 pm)
4071 Port Chicago Hwy, # 250
Concord CA 94520 ♦ (925) 671-4500
REGISTER AT WWW.CALJOBS.CA.GOV

NOT SURE WHERE TO START?

Come to **Career Center Services** orientation!
Wednesday, September 7th & 21st, 2016, at 1:30pm
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

Youth Tours: Wednesdays at 3:30 pm

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

TECH TOOLS

Basic Internet

Monday, September 26th ~ 1:00 - 2:30 pm

MS Word Basics

Tuesday, September 6th ~ 11:00 - 12:00 pm

MS Word for Job Search

Monday, September 12th ~ 1:00 - 2:30 pm

E-mail for Job Search

Monday, September 19th ~ 1:00 - 2:30 pm

Introductory Excel

Friday, September 16th ~ 1:30 - 4:30 pm

New CalJOBS

Tuesday, September 6th ~ 10:00 - 11:00 am

Labor Market Information

Wednesday, September 21st ~ 3:00 - 4:30 pm

Resume Review by Appt.

Please sign up in binder at front desk

Medi-Cal & Covered California

Monday, September 26th ~ 1:00 - 4:00pm

JOB SEARCH BASICS

Take these 5 classes to earn a certificate:

Résumé Basics

Tuesday, September 6th ~ 1:00 - 2:00 pm

Tuesday, September 20th ~ 3:00 - 4:30 pm

Cover Letters

Tuesday, September 27th ~ 3:00 - 4:30 pm

Interviewing Techniques

Tuesday, September 6th ~ 3:00 - 4:30 pm

Thursday, September 15th ~ 11:30-1:00 pm

Job Search Strategies

Wednesday, September 21st ~ 3:00-4:30 pm

Networking Skills

Tuesday, September 13th ~ 3:00 - 4:30 pm

Dept. of Rehab by Appt.

Please sign up in binder at front desk

Dept. of Rehab Presentation ~ *New*

Thursday, September 1st ~ 10:00 - 11:00am

BEYOND THE BASICS

Applying For Government Jobs

Tuesday, September 13th ~ 3:00 - 4:30 pm

On the Job Training Info

Thursday, September 15th ~ 1:00 - 2:00 pm

California Training Benefits (CTB)

Wednesday, September 7th & 21st ~ 3:00- 4:00 pm

Customer Service Certificate

Mon-Fri, September 26th - 30th ~ 9:00 am-12:00 pm

Training That Leads to Jobs

Tuesday, September 20th ~ 10:00-11:00am

Youth Employment Program

Friday, September 9th ~ 12:30 - 1:30 pm

Youth Education & Job Search

Friday, September 16th ~ 12:30 - 1:30 pm

Job Corps Informational

Tuesday, September 6th & 13th ~ 10:00-12:00 pm

ASSESSMENT CENTER Tues 1:00pm – 4:30pm ♦ Wed & Thurs 10:00 am - 2:30 pm

Assessment Center CLOSED on Wednesday, September 7th

WorkKeys (academic test)	Tuesday, September 20	8:30am
JVIS (Jackson Vocational Interest Survey)	Wednesday, September 21	9:00am
Keirsey (personality/temperaments)	Tuesday, September 13	12:00pm
Key Train (language, math, locating info)	Thursday, September 1, 15, 29	9:00am
Soft Skills Training	Thursday, September 8	9:00am
Assess Your Strengths (know them to sell them!)	Wednesday, September 28	9:00am
My Next Move (transferrable skills)	Tuesday, September 6	12:00pm
Skillscan (chart your future)	Wednesday, September 14	9:00am
Transferable Skills	Tuesday, September 27	12:00pm
WorkKeys Fit & Talent (Is your job a good fit?)	Thursday, September 22	9:00am
Work Importance Inventory	Next one in October	12:00pm

On-Site Recruitments

New **Total Wine & More** Store
Opening soon in Pleasant Hill
September 1st – 10:00am Sharp

CAREER STRATEGIES INC

September 15th – 9:00-11:00am
Applicants must submit On-Line Applications prior to attending