



County of Ventura Human Services Agency  
**America's Job Center**  
**CareerShops** of California<sup>SM</sup>  
 Employment Services Workshops

You must be registered with  
**CalJOBS**  
 to register for Career Shops

**September 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
Office Closed	Google Academy 8 – 12 Workplace Communication 12:30 – 2:30	Workplace Communication 8 – 10 Social Media 10 – 12	Workplace Communication 8 – 10	Winning Interviews 8:30 - 10 Tecnicas para la búsqueda de trabajo 1:30 – 3
9	10	11	12	13
Google Academy 8 – 12	Google Academy 8 – 12 Workplace Communication 12:30 – 2:30	Workplace Communication 8 – 10 Social Media 10 – 12	Workplace Communication 8 – 10	Job Search/Social Media 8:30 - 10 Veteran Orientation 10 – 11:30 Power of CalJOBS 1:30 – 3
16	17	18	19	20
Google Academy 8 – 12	Google Academy 8 – 12 Workplace Communication 12:30 – 2:30	Workplace Communication 8 – 10 Social Media 10 – 12	Workplace Communication 8 – 10	Resumes that Sell 8:30 – 10 Tecnicas para la búsqueda de trabajo 1:30 – 3
23	24	25	26	27
Google Academy 8 – 12	Google Academy 8 – 12 Workplace Communication 12:30 – 2:30	Workplace Communication 8 – 10 Social Media 10 – 12	Workplace Communication 8 – 10	Job Search / Social Media 8:30 – 10 El poder de CalJOBS 1:30 – 3
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**– FREE! Career Shops are offered at no cost to Job Seekers. FREE! –**

**America's Job Center – Oxnard**  
 2901 N. Ventura Road, Oxnard (805) 204-5171

Must be registered with CalJOBS to register for Career Shops  
 Career Shops are sponsored by the Human Services Agency, EDD Workforce Services, and the Workforce Development Board  
 Equal Opportunity Employer/Program/Service - TDD/TTY Inquiries call 1 (800) 735-2922  
 Auxiliary aids and services are available upon request to individuals with disabilities

**www.caljobs.ca.gov**



- **Workplace Communication** – This workshop offers individualized learning plans designed to meet your communication needs for employment such as basic computer skills, resume writing, writing emails, making and taking phone calls, common conversations in the workplace, practice speaking, reading and writing, and assistance with job applications. **To register call (805) 204-5187.**
- **Google Academy** – VACE's Google Academy workshop will teach students how to utilize Google's free applications such as Google Documents, Sheets, and Slides. Many workplaces and schools are now using Google Apps and this class will help prepare students to use these applications in the workplace. This six-week workshop will provide lecture and hands-on practice. In addition to these applications, students will learn how to create their own account, share their work with others, and learn how to collaborate in real time. The complete workshop consists of six eight-hour modules, each of which is run in two sessions. We hope that participants will complete all six modules and earn a course completion certificate, however enrollment in individual modules is also an option.
- **Job Search / Social Media** – This workshop provides common sense tactics to be more effective in finding employment when dealing with little work experience, age discrimination, gaps in employment, barriers, and returning to the workforce. **Social Media:** This workshop provides information on the most popular online social networks.
- **The Power of CalJOBS** – CalJOBS is an online resource that can be used to navigate California's workforce services providing employment and labor market information. The newly enhanced system allows users to easily search for jobs, build résumés, access career resources, and find information on education and training programs.
- **Resumés That Sell** – Get hands-on assistance in completing your résumé, cover, and thank-you letters. Upon completion of this Career Shop, you will walk away with a portfolio that shows off your professional documents. You'll get an extra boost of self-confidence from the professionalism your portfolio demonstrates. **NOTE:** Come prepared with your employment history for the last 10 years and names, addresses, and phone numbers of three (3) personal and three (3) professional references.
- **Social Media** – Social media is everywhere. It is not just for entertainment or a way to stay connected with friends and family anymore, but a powerful tool that can be utilized for networking and building career success. Come and learn how to create a positive personal brand as well as the importance of social media etiquette!
- **Veterans' Orientation** – This workshop will provide information on services and resources available to the veteran community.
- **Winning Interviews** – You never get a second chance to make a first impression. This Career Shop will give you the tools you need to make a lasting impression that wins you a job. You will walk away with your own 30-second commercial that allows you to quickly and efficiently discuss your skills. After this session, you can be confident that you are prepared for any interview, any place, anytime.
- **SPANISH Career Shops**
- **Técnicas para la búsqueda de trabajo** – Está diseñada para personas que están buscando empleo. Los temas incluyen donde y como buscar empleo, como crear una red de comunicación, técnicas de como usar el teléfono apropiadamente para buscar empleo y como usar la red del internet para buscar empleo. También aprenderá técnicas apropiadas para hacer una entrevista.
- **El poder de CalJOBS** – CalJOBS es un recurso en línea que se puede utilizar para navegar los servicios de la fuerza laboral de California, que proporciona información del empleo y el Mercado laboral. El Sistema Nuevo y mejorado permite a los usuarios buscar fácilmente empleos construir resúmenes, accede los recursos de carreras, y encontrar información sobre los programas de educación y entrenamiento.

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Sign up for Career Shops today! Ask any America's Job Center staff member for details.  
Career Shops are presented in partnership with America's Job Center of California<sup>SM</sup>, Ventura County

**[www.caljobs.ca.gov](http://www.caljobs.ca.gov)**

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