

## Partner Workshops

**Bucklew Programs Orientation to Employment Services:** Bucklew Programs provides paid on-the-job training for people with barriers to employment such as mental and behavioral health challenges. This training is funded by the Department of Rehabilitation and the County of Marin through the Work Independent Network (“WIN”) program.

**Department of Rehabilitation (DOR) Orientation:** DOR assists Californians with disabilities to obtain and retain employment and maximize their equality and ability to live independently in their communities by tailoring services to each individual to ensure a greater chance of success. *(Sign in the Career Resource Center, 2nd floor.)*

**Homeward Bound of Marin (HBOM) Fresh Starts Culinary Academy Orientation:** Fresh Starts is an 8-week job training and placement program where students learn cooking, kitchen, and customer service skills. The goal is to prepare students for a job in the food service industry. Graduates obtain jobs that are typical for entry level in the food industry with the opportunity to advance.

**US Postal Services (USPS) Help Applying with U.S. Postal Service:** San Geronimo Postmaster on-site in computer lab to assist job seekers interested in working for the USPS.

**Marin County Office of Education (MCOE) Workshops:** Sign-up in the Career Resource Center on the second floor starting at 8:00 a.m. Limited seating, first come first serve basis. All workshops incorporate hands on project based learning: Microsoft Office (Word, Excel, PowerPoint, Publisher, 365) Microsoft Outlook, LinkedIn, Basic Computer Skills, and Internet basics.

**Marin Professionals Orientation:** Learn about the career development and networking resources available to professionals seeking new employment opportunities locally. To attend, customers will need a college degree and/or an average of 10 years of professional work experience.

**YWCA’s Making Age an Asset in Your Job Search:** Many older job seekers are concerned about encountering age discrimination in the hiring process or workplace. Come to this workshop to learn more about legal protections for older workers, how to make your experience an asset, and tips for resumes and interviewing.

*Except for MCOE & DOR Orientation, sign in at the 3<sup>rd</sup> floor front desk. Not all workshops are offered on a monthly basis. Unless otherwise noted, all workshops and orientations are first come, first serve and are drop-in only. You must arrive prior to the beginning of the workshop.*

***Workshops start on time; late arrivals will not be admitted.***

***Please note: not all workshops are offered on a monthly basis.***

[www.marinemployment.org](http://www.marinemployment.org)

120 N. Redwood Drive, San Rafael, CA 94903 — Tel 415.473.3300 Fax 415.473.3333 TTY 415.473.3344

An Equal Opportunity Employer/Program

Auxiliary aids and services are available upon advance request to individuals with disabilities.

MEC is a partnership of local and state agencies and a proud partner of the America’s Job Center of California <sup>SM</sup>



**MARIN EMPLOYMENT CONNECTION**  
Powered by the Workforce Alliance of the North Bay

## October 2017 Workshops

**MEC Orientation:** Learn about the array of services MEC has to offer.

**Training Opportunities Information Session:** Learn about Workforce Innovation & Opportunity Act (WIOA) training funds, what the requirements are and how to apply for training.

**Successful Mindset for Today’s Job Market:** An exploration of the reasons why we work and how our fears can prevent us from getting and keeping jobs.

**Career Assessment:** Designed to help you identify occupational interests, make choices, and set job goals based on assessment of your interests, personality and skills.

**Master Applications & References:** Learn why employers use applications and what they want to know; prepare for and avoid knockout factors; make points and get interviews. References are a critical, necessary step in the hiring process—learn to contact and coach your references.

**Job Club:** Get information and insight to assist you in your job search, learn from peers and gain valuable resources to get you on the right track towards a job. *For more information, please call Lara Mathers at 415-473-3397 or Julia Carey at 415-473-3315.*

**Networking & the Hidden Job Market:** Tap Into the hidden job market and network to your next job. When responding to a published job lead, the competition for the job is greater. Stop browsing job listings online without good results and learn to use the best resources when seeking employment. Learn to craft a compelling request for an interview and broaden your network for better results.

**Resumes:** Learn how to write your resume to fit the needs of your future employer. Position your skills and accomplishments to make your resume stand out from the rest. Learn the key points on what makes a good cover letter.

**Interviewing Techniques:** Learn how to sell yourself and ace the job interview. Improve your answers to tricky and difficult questions. Demonstration and rehearsal is part of this class. ***This is a two-day workshop; you must attend both days.***

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## MARIN EMPLOYMENT CONNECTION WORKSHOP CALENDAR OCTOBER 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b> BASIC COMPUTER SKILLS, PART 1: <b>10—12</b>	<b>3</b> MICROSOFT WORD, PART 1: <b>9—12</b>	<b>4</b> MICROSOFT WORD, PART 2: <b>9—12</b> JOB CLUB: <b>2:30—4</b>	<b>5</b> CAREER ASSESSMENT: <b>9—3</b> MICROSOFT WORD, PART 3: <b>9—12</b> MEC ORIENTATION: <b>1:30—2:30</b>	<b>6</b> MICROSOFT WORD, PART 4: <b>9—12</b>
<b>9</b> BASIC COMPUTER SKILLS, PART 2: <b>10—12</b>	<b>10</b> MICROSOFT POWERPOINT, PART 1: <b>9—12</b> TRAINING OPPORTUNITIES INFORMATION SESSION: <b>1:30—3</b>	<b>11</b> RESUMES: <b>9—12</b> MICROSOFT POWERPOINT, PART 2: <b>9—12</b>	<b>12</b> INTERVIEWING TECHNIQUES, Day 1: <b>9—12</b> MICROSOFT POWERPOINT, PART 3: <b>9—12</b> MEC ORIENTATION: <b>1:30—2:30</b>	<b>13</b> INTERVIEWING TECHNIQUES, Day 2: <b>9—1</b> INTERNET BASICS, PART 1: <b>10—12</b>
<b>16</b> BASIC COMPUTER SKILLS, PART 3: <b>10—12</b>	<b>17</b> MICROSOFT PUBLISHER, PART 1: <b>9—12</b>	<b>18</b> MICROSOFT PUBLISHER, PART 2: <b>9—12</b> NETWORKING & THE HIDDEN JOB MARKET: <b>1—3</b> MARIN PROFESSIONALS ORIENTATION: <b>1:30—2:30</b> JOB CLUB: <b>2:30—4</b>	<b>19</b> MICROSOFT PUBLISHER, PART 3: <b>9—12</b> FRESH STARTS CULINARY ACADEMY ORIENTATION <b>11—12</b> MEC ORIENTATION: <b>1:30—2:30</b>	<b>20</b> INTERNET BASICS, PART 2: <b>10—12</b>
<b>23</b> BASIC COMPUTER SKILLS, PART 1: <b>10—12</b> MAKING AGE AN ASSET IN YOUR JOB SEARCH: <b>1:30—3:30</b>	<b>24</b> MICROSOFT OUTLOOK/OFFICE 365, PART 1: <b>9—12</b> HELP APPLYING WITH U.S. POSTAL SERVICES: <b>10:30—11:30</b> TRAINING OPPORTUNITIES INFORMATION SESSION: <b>1:30—3</b>	<b>25</b> MICROSOFT OUTLOOK/OFFICE 365, PART 2: <b>9—12</b> BUCKLEW PROGRAMS ORIENTATION TO EMPLOYMENT SERVICES: <b>1:30—2:30</b> JOB CLUB: <b>2:30—4</b>	<b>26</b> MICROSOFT OUTLOOK/OFFICE 365, PART 3: <b>9—12</b> MEC ORIENTATION: <b>1:30—2:30</b>	<b>27</b> MICROSOFT OUTLOOK/OFFICE 365, PART 4: <b>9—12</b> DEPARTMENT OF REHABILITATION ORIENTATION: <b>1:30—3</b>
<b>30</b> BASIC COMPUTER SKILLS, PART 2: <b>10—12</b>	<b>31</b> LINKEDIN, PART 1: <b>9—12</b>			