



September 2019

JTC Workshops Calendar

Register with the
Job Training Center

Phone: 530.529.7000
Hours: M-F, 9am-4:30pm
www.JobTrainingCenter.org

Mon	Tue	Wed	Thu	Fri
2. CLOSED FOR THE HOLIDAY	3. Winway Resume 10:00am-12:00pm	4. Career Direction 10:00am-11:00am	5. Scholarship 10:00am-11:00am Get Connected 11:00am-12:00pm	6. Resume 10:00am-11:00am
9.	10. Interview 2:00pm-3:00pm	11. Cover Letter 10:00am-11:00am	12. Get Connected 10:00am-11:00am Job Search 11:00am-12:00pm	13. Resume 10:30am-11:30am
16. Scholarship 2:00pm-3:00pm	17. Get Connected 11:00am-12:00pm Job Search 12:00pm-1:00pm	18. Resume 10:00am-11:00am Ex-Offender 2:00pm-3:00pm	19. Winway Resume 10:00am-12:00pm	20.
23. Resume 10:00am-11:00am	24. Career Direction 2:00pm-3:00pm	25. Get Connected 10:00am-11:00am	26. Interview 11:00am-12:00pm	27. Cover Letter 10:00am-11:00am
30.				

Get Connected Orientation – The best way to get started with JTC services is to attend a **Get Connected Orientation**. You will learn how to take advantage of services to reach your employment goals. This will be your time to get specific recommendations to meet your needs.

Ex-Offender – A workshop designed for Ex-Offenders re-entering the workforce. Information about resources, job search assistance, how to handle employer felony questions and interviewing techniques. Take advantage of the information offered during this workshop.

Career Direction

Each stage of job search can be difficult, even impossible without a clear direction of what job you are really looking for. Become familiar with local industry information, career assessment tools, and tips to gain a direction.

Job Search

When was the last time you had to look for a job? If it's been a while you may find things to be a bit different. Learn the five best and worst ways to job search, and begin developing a job search strategy.

Cover Letter

Increase your chance of getting that job interview by writing an excellent cover letter. In this workshop you'll learn the do's and don'ts of writing a cover letter and what employers really want to see.

Resume Workshop

Learn what a modern resume looks like, the do's and don'ts of resume writing and how to best market your skills to an employer.

Winway Resume

In this workshop you will learn how to use the resume program called Winway. The program makes creating a resume easy and effortless. You will leave the workshop with a resume in hand.

Interview Workshop

Learn how to prepare for an interview when you have no idea what the questions will be, become comfortable verbalizing your skills and learn to answer the question "tell me about yourself."

Scholarship Workshop

Learn how to apply for our educational scholarship, receive the application and review all of your questions with a staff member. This workshop is intended for individuals who decided the school and program they plan to attend. If you are exploring options, please attend the Career Direction Workshop.