



March 2020

JTC Workshops Calendar

Register with the
 Job Training Center
 718 Main St. Red Bluff, CA 96080
 Phone: 530.529.7000
 Hours: M-F, 9am-4:30pm
 www.JobTrainingCenter.org

Mon	Tue	Wed	Thu	Fri
2. Career Direction 11:00am-12:00pm	3. Get Connected 10:00am-11:00am	4. Interview 10:00am-11:00am	5. Job Search 2:00pm-3:00pm	6. Resume 9:30am-10:30am
9. Ex-Offender 10:00am-11:00am	10. Resume 11:00am-12:00pm	11. Scholarship 10:00am-11:00am	12. WinWay Resume 10:00am-12:00pm <small>Prior attendance to Resume Workshop recommended</small>	13. Get Connected 2:00pm-3:00pm
16. Career Direction 10:00am-11:00am	17. Interview 2:00pm-3:00pm	18. Cover Letter 10:00am-11:00am	19. Resume 9:30am-10:30am Get Connected 10:30am-11:30am	20. WinWay Resume 9:30am-11:30am <small>Prior attendance to Resume Workshop recommended</small>
23. Scholarship 10:00am-11:00am	24. Resume 9:30am-10:30am	25. Job Search 10:00am-11:00am	26. Get Connected 9:30am-10:30am	27. Cover Letter 11:00am-12:00pm
30.	31. Get Connected 2:00pm-3:00pm			

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.