



# April 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
		1.	2. Scholarship 10:00am-11:00am	3.
6. Resume 9:00am-10:00am	7.	8.	9.	10. WinWay Resume 10:00am-12:00pm Prior attendance to Resume Workshop recommended
13.	14. Interview 11:00am-12:00pm	15. Scholarship 10:00am-11:00am	16. Cover Letter 10:00am-11:00am	17.
20. Ex-Offender 12:00pm-1:00pm	21. Resume 9:00am-10:00am	22.	23. Get Connected 10:00am-11:00am	24.
27.	28. Job Search 2:00pm-3:00pm	29.	30. Career Direction 11:00am-12:00pm	

**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.