

January 2018



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MAKE YOUR JOB SEARCH
A FULL-TIME COMMITMENT!
CALL US TODAY: 800-481-6555
Online Calendar: www.selaco.com

Schedule is subject to change without notice. Please call to verify.

America's Job Center of California (AJCC) - Cerritos

10900 E. 183rd St., SUITE 392, Cerritos CA, 90703 (562) 402-9336
Monday through Friday 8am – 5pm

Monday	Tuesday	Wednesday	Thursday	Friday
1 AJCC, CERRITOS IS CLOSED TODAY.	2 TRENDSS is a week-long series of Job Search Workshops open to ALL enrolled customers. See reverse side of calendar.	3 11:50-1pm: Toastmasters International SPEECHES START AT NOON. (Visitors Welcome!)	4	5 *10am – Noon SELACO WDB Networking Success Team Job Club Attend Every Week!
8 9am – 1:00 Advanced Beginning Build Computer Skills for Job Search (Level 2)	9 9am – 12:50 Intermediate Build Computer Skills for Job Search (Level 3) 6pm - 8:50pm GED A en Español. ¡Gratis / Free!	10 9am – 12:50: Advanced Beginning Build Computer Skills for Job Search (Level 2) 9:30am – 12:30pm: Cal Fresh (Please call to verify.) 11:50-1pm: Toastmasters International SPEECHES START AT NOON. (Visitors Welcome!)	11 9am – 12:50 Intermediate Build Computer Skills for Job Search (Level 3) 6pm - 8:50pm GED A en Español. ¡Gratis / Free!	12 9am – 12:50pm Beginning Build Computer Skills for Job Search (Level 1) *10am – Noon SELACO WDB Networking Success Team
15 AJCC, CERRITOS IS CLOSED TODAY.	16 TRENDSS- Job Search Workshops: *9am– Noon: The Job Hunt Begins *1pm – 4pm Skills Discovery 8am – 1PM: LAPD Recruitment 9am – 12:50 Intermediate Build Computer Skills for Job Search (Level 3) 6pm – 8:50pm GED A en Español ¡Gratis / Free!!	17 TRENDSS- Job Search Workshops: *1pm – 4pm: Paper, Paper, Paper! Job Applications, Cover Letters and Thank you Notes! 9am – 12:50 Advanced Beginning Build Computer Skills for Job Search (Level 2) 11:50-1pm: Toastmasters International SPEECHES START AT NOON (Visitors Welcome!)	18 TRENDSS- Job Search Workshops: *9am– Noon: Time to Shine: Job Interview Preparation *2pm-4pm: Time to Shine Job Interview Mock Interview Practice 9am – 12:50 Intermediate Build Computer Skills for Job Search (Level 3) 6pm - 8:50pm GED A en Español. ¡Gratis / Free! 2:30pm-4:30pm: Power Your Job Search! LMI/Skill Assessment Workshop	19 9am – 12:50pm Beginning Build Computer Skills for Job Search (Level 1) *10am – Noon SELACO WDB Networking Success Team Attend Every week until you get hired!
22 9am – 12:50 Advanced Beginning Build Computer Skills for Job Search (Level 2)	23 TRENDSS- Job Search Workshops: *1:30 – 4:30: MS Word Basics & Create Your Own Biz Card 9am – 12:50 Intermediate Build Computer Skills for Job Search (Level 3) 6pm - 8:50pm GED A en Español. ¡Gratis / Free!	24 TRENDSS- Job Search Workshops: *1:30 – 4:30: Resume Lab (Bring a Job Lead to class) 9:30am – 12:30pm: Cal Fresh (Please call to verify.) 9am – 12:50: Advanced Beginning Build Computer Skills for Job Search- Level 2 11:50-1pm: Toastmasters International SPEECHES START AT NOON (Visitors Welcome!)	25 6pm - 8:50pm GED A en Español. ¡Gratis / Free! 9am – 12:50 Intermediate Build Computer Skills for Job Search (Level 3)	26 9am – 12:50pm Beginning Build Computer Skills for Job Search (Level 1) *10am – Noon SELACO WDB Networking Success Team Job Club Attend Every Week!
29 9am – 12:50 Advanced Beginning Build Computer Skills for Job Search (Level 2)	30 9am – 12:50: Intermediate Build Computer Skills for Job Search (Level 3) 1pm – 4pm LAPD Recruitment 6pm - 8:50pm: GED A en Español. ¡Gratis / Free!	11:50-1pm: Toastmasters International SPEECHES START AT NOON (Visitors Welcome!)	9am – 12:50 Intermediate Build Computer Skills for Job Search (Level 3) 6pm - 8:50pm GED A en Español. ¡Gratis / Free!	9am – 12:50pm Beginning Build Computer Skills for Job Search (Level 1) *10am – Noon SELACO WDB Networking Success Team Job Club Attend Every Week!

*Indicates that you need to be enrolled to attend. Enrollment is easy and is no cost. Ask how to enroll today!

Tomorrow's Resources for Employment and Networking Development of Skills and Strategies

Check Calendar for dates and times

TRENDSS is a 1 week Job Search Strategies course designed to prepare you to manage your transition from unemployment to work.

America's Job Center of California (AJCC)

10900 E. 183rd Street, Suite 392
Cerritos, CA 90703

**Please be enrolled before attending.
Ask the Help Desk or call for details.**

SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD

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SELACO WDB is an equal opportunity employer/program operator. Serving the following seven cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood and Norwalk. Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY (562) 860-7657, CRS (800) 735-2922

TRENDSS Daily Course Description



Skills Discovery

It's not just about career decisions... it's also about knowing who you are, learning new phrases for your résumé and interviews, building your résumé, exploring transferable skill options and possible employment transitions. CalJobs Online Career Exploration will be introduced.

The Job Hunt Begins

5 + WAYS TO LOOK FOR A JOB

Discussion of the importance of organizing your job search. Discover the most effective job search methods. Develop a strong networking inventory and cold calling techniques.



MS Word 2010 Basics - & Create a Calling Card:

MS Word 2010 Basics is a **Prerequisite Prep Class for the Résumé Lab**. Learn some basic Microsoft Word 2010 functions that will allow you to create a professional looking résumé. Design a letterhead by using lines and formatting text, add bullet points and columns, learn how to make indents and set margins. By the end of the class you will understand the MS 2010 Word Tool Bar which will help you with all your documents (résumé, cover letter, business letter and more).



Great Résumés Get Interviews!

Customization has never been more important. Learn how to target your résumé to match the requirements of a specific position listed in a job lead. Get noticed. Tips and techniques will be discussed and a résumé will be formatted.

PAPER, PAPER, PAPER!

Do you know how important it is to fill out the application properly? This will be addressed. Participants will also learn how to write a cover letter and a thank you letter/note. Employers expect a cover letter! Learn how to create a cover letter that highlights your specific qualifications and helps you stand out from the crowd.



Interviews that SHINE! Part 1

Fear of interviews suggests lack of preparation. This session will teach interview techniques and how to answer those tough questions. A booklet with practice questions and answers will be provided. Knowing HOW to do an interview won't get you hired because it takes practice in order to be good at it. Part 2 allows for practice time and feedback.

Interviews that SHINE! Part 2

After preparing for the interview, it takes practice to master it. Build confidence with other job seekers as you practice your interview techniques. Learn what you did well and learn what needs improvement. Offer and receive constructive feedback. Practice in this classroom environment before you go out for that critical interview. It is the interview that gets you the job, not your résumé.

JOB CLUB - 10am Fridays Attend Until You Get Hired!

This is a great opportunity to network, establish job search goals, plan and make a job search TO DO list, share the latest job leads, give and receive motivation and inspiration in a warm and friendly environment. Coffee and donuts are provided to all who attend. Check Job Center Calendar.