

**MARIN EMPLOYMENT CONNECTION WORKSHOP & GROUP CALENDAR  
FEBRUARY 2012**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MEC "Keys to Employment Workshops" Series shown in BOLD - See reverse for descriptions.</b>	<b>MEC CAREER RESOURCE CENTER (2<sup>nd</sup> Floor) Open Monday to Friday from 8 am – 5pm</b>	<b>1</b> <b>JOB SEARCH COACHING</b> 1 – 3	<b>2</b> MEC ORIENTATION 10:15 – 12  MICROSOFT EXCEL Part 1: 9:30 – 11:30 (MCOE ROP)	<b>3</b>
<b>6</b> <b>VALUES &amp; JOB SEARCH FEARS</b> 9 – 12:30	<b>7</b> <b>WORKPLACE COMMUNICATION &amp; CONFLICT RESOLUTION</b> 9 – 3  PROJECT GREEN INFO SESSION 9 – 10:30  MEC ORIENTATION 10:15 – 12  TRAINING OPPORTUNITIES INFORMATION SESSION 1:30 – 3	<b>8</b> <b>EMPLOYMENT TRANSITIONS</b> 9 – 12  <b>JOB SEARCH COACHING</b> 1 – 3	<b>9</b> <b>CAREER ASSESSMENT (Day 1) 9 – 12:30</b>  MEC ORIENTATION 10:15 – 12  MICROSOFT EXCEL Part 2: 9:30 – 11:30 (MCOE ROP)	<b>10</b> <b>CAREER ASSESSMENT (Day 2) 9 – 12:30</b>
<b>13</b> <b>APPLICATIONS &amp; REFERENCES</b> 9 – 12  BUDGETING & RETIREMENT ACCOUNT ROLLOVERS 1 – 2 (MorganStanley SmithBarney)	<b>14</b> <b>THE INTERNET &amp; HIDDEN JOBS</b> 9 – 12  <b>NETWORKING 101</b> 1 – 3  MEC ORIENTATION 10:15 – 12  LINKEDIN Part 1: 9:30 – 12:30 (MCOE ROP)	<b>15</b> <b>RESUMES</b> 9 – 3  <b>JOB SEARCH COACHING</b> 1 – 3	<b>16</b> <b>INTERVIEWING TECHNIQUES (Day 1) 9 – 3</b>  MEC ORIENTATION 10:15 – 12	<b>17</b> <b>INTERVIEWING TECHNIQUES (Day 2) 9 – 3</b>
<b>20</b> <b>HOLIDAY OFFICES CLOSED</b>	<b>21</b> MEC ORIENTATION 10:15 – 12  PROJECT GREEN INFO SESSION 2 – 3:30  (ROP LAB CLOSED)	<b>22</b> <b>JOB SEARCH COACHING</b> 1 – 3  (ROP LAB CLOSED)	<b>23</b> MEC ORIENTATION 10:15 – 12  (ROP LAB CLOSED)	<b>24</b> (ROP LAB CLOSED)
<b>27</b> MAKING AGE AN ASSET 2 – 4:30 (YWCA)	<b>28</b> MEC ORIENTATION 10:15 – 12  LINKEDIN Part 2: 9:30-11:30 (MCOE ROP)	<b>29</b> <b>JOB SEARCH COACHING</b> 1 – 3	<b>MCOE ROP COMPUTER LAB (2<sup>nd</sup> Floor)</b> <b>Open Monday to Friday from 9 am – 12 noon and Tues &amp; Thurs from 1 – 3:30pm</b>	

**ALL WORKSHOPS & GROUPS ARE DROP-IN ONLY. EXCEPT for MCOE ROP, PLEASE SIGN-IN AT THE 3<sup>rd</sup> FLOOR FRONT DESK. YOU MUST ARRIVE PRIOR TO THE BEGINNING OF THE WORKSHOP. YOU WILL NOT BE ADMITTED IF YOU ARE LATE.**

For More Information Call (415) 473-3300

**"KEYS TO EMPLOYMENT" WORKSHOP SERIES**

WEEK 1	MON	TUES	WED	THUR	FRI
AM	VALUES & JOB SEARCH FEARS Facilitator: JANIS Location: Sycamore 9 – 12:30	WORKPLACE COMMUNICATION & CONFLICT RESOLUTION Facilitator: ANNABELLE Location: Sycamore 9 – 12	EMPLOYMENT TRANSITIONS Facilitator: FRED Location: Sycamore 9 - 12	CAREER ASSESSMENT Facilitator: ANNABELLE Location: Sycamore 9 – 12:30	CAREER-ASSESSMENT Facilitator: ANNABELLE Location: Sycamore 9 – 12:30
PM		WORKPLACE COMMUNICATION & CONFLICT RESOLUTION Facilitator: ANNABELLE Location: Sycamore 1 – 3	JOB SEARCH COACHING Facilitator: JANIS Location: Sycamore 1 – 3		
WEEK 2	MON	TUES	WED	THUR	FRI
AM	APPLICATIONS & REFERENCES Facilitator: ANDREA Location: Sycamore 9 - 12	THE INTERNET & HIDDEN JOBS Facilitator: TIM Location: Sycamore 9 – 12	RESUMES Facilitator: PATRICIA Location: Sycamore 9 – 12	INTERVIEWING TECHNIQUES Facilitator: LEA Location: Sycamore 9 – 12	INTERVIEWING TECHNIQUES Facilitator: LEA Location: Sycamore & Madrone 9 – 12
PM		NETWORKING 101 Facilitators: LEA Location: Sycamore 1 -3	RESUMES Facilitator: PATRICIA Location: Acacia & Sycamore: 1 -3	INTERVIEWING TECHNIQUES Facilitator: LEA Location: Sycamore 1 -3	INTERVIEWING TECHNIQUES Facilitator: LEA Location: Sycamore 1 -3

**Values & Job Search Fears:** An exploration of the reasons why we work and how our fears can prevent us from getting and keeping jobs.

**Conflict Resolution:** Learn the type of communication that works best on the job, good listening skills, and how to prevent and resolve conflict. You will come out of this workshop with tools to help you communicate effectively and deal with difficult people.

**Employment Transitions.** The purpose of this workshop is to gain an understanding about managing employment change. What is going on inside us while we work to adapt to the changes in job and career? Set your job goal that is realistic, based on workable options and your will to succeed!

**Job Search Coaching.** Everything you need to know to find and keep a job: answers to employers' tough questions; utilize effective cold calling; help with your resume; filling out "red flag" free applications to screen you in for an interview; understand your body language and the role it plays in an interview.

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

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

**The Internet and Hidden Jobs:** The Internet is a great research tool, but most employers rarely post jobs there. You can still use the Internet to find these employers. If you have been browsing job listings on line without good results, bring your specific job goals to this workshop and learn new ways to search for jobs.

**Networking 101.** Learn how to develop a network of influential working people. Build mutual and beneficial relationships that lead you to decision makers. Take the sting out of calling and connecting and begin to nurture contacts into job leads.

**Resumes & Cover Letters.** 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. Successful interviewing is essential. You will get actual videotaped practice interviewing and receive positive feedback as part of this course.