

# January 2019

- All workshops are available on a first-come, first-served basis to registered NOVA Job Center members.
- Sign in at the front desk 30 minutes prior to the scheduled start of the workshop.
- Workshops designated by an asterisk (\*) have prerequisites. Review the workshop description page prior to attending.
- Workshops designated by a pencil icon (✎) require advance signup. To sign up for these offerings, visit [classregistration.novaworks.org](http://classregistration.novaworks.org).

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <b>Closed for Holidays</b>	2 <b>ProMatch Information Session</b> 9:00 – 11:45 <hr/> <b>Ace the Interview</b> 1:00 – 4:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30	3 <b>What Are My Training Options?</b> 11:00 – 12:00 <hr/> <b>Resume Facts</b> 1:00 – 2:30	4 <b>Computers will be available at 10:30am</b> <hr/> <b>Am I Marketable?</b> 10:30 – 12:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30
7 <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Job Search Lab</b> 1:30 – 3:00	8 <b>Negotiating the Offer</b> 8:30 – 11:30 <hr/> <b>Managing Change</b> 9:30 – 12:00 <hr/> <b>Ace the Interview</b> 1:00 – 4:00 <hr/> <b>Technical Whiteboard Practice</b> 1:30 – 3:00	9 <b>ProMatch Information Session</b> 9:00 – 11:45 <hr/> <b>Behavior-Based Interviewing *</b> 9:00 – 12:00 <hr/> <b>Am I Marketable?</b> 1:00 – 2:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>What Are My Training Options?</b> 3:00 – 4:00	10 <b>Resume Facts</b> 8:30 – 10:00 <hr/> <b>Job Search Tips for the Mature Worker</b> 10:00 – 12:00 <hr/> <b>Customize Your Resume *</b> 1:00 – 2:30 <hr/> <b>Using LinkedIn In Your Job Search</b> 3:00 – 4:30	11 <b>Computers will be available at 10:30am</b> <hr/> <b>Beyond the Resume: Demonstrating Value</b> 9:00 – 12:00 <hr/> <b>Should I Start A Business</b> 9:30 – 11:30 <hr/> <b>Presenting Accomplishments *</b> 1:00 – 4:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30
14 <b>Developing Your LinkedIn Profile</b> 1:00 – 3:00 <hr/> <b>Informational Meetings</b> 1:00 – 4:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30	15 <b>Technical Whiteboard Practice</b> 9:00 – 10:30 <hr/> <b>Contracting 101</b> 10:00 – 12:00 <hr/> <b>Who Am I? ✎</b> 12:30 – 4:30 <hr/> <b>Resume Facts</b> 1:00 – 2:30 <hr/> <b>Job Search Lab</b> 3:00 – 4:30	16 <b>ProMatch Information Session</b> 9:00 – 11:45 <hr/> <b>Generating Job Leads</b> 9:00 – 12:00 <hr/> <b>Franchise Options</b> 10:00 – 11:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Am I Marketable?</b> 1:30 – 3:00	17 <b>What Are My Training Options?</b> 10:30 – 11:30 <hr/> <b>Customize Your Resume *</b> 10:30 – 12:00 <hr/> <b>Job Search Tips for the Mature Worker</b> 1:00 – 3:00 <hr/> <b>LinkedIn Lab *</b> 1:30 – 3:00	18 <b>Computers will be available at 10:30am</b> <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Ace the Interview</b> 1:30 – 4:30 <hr/> Sign up for February classes <a href="http://www.novaworks.org">www.novaworks.org</a> ✎

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21	22	23	24	25
<b>Closed for Holidays</b>	<p><b>The NOVA Job Center will Open at 1:00pm today.</b></p> <hr/> <p><b>Resume Facts</b> 1:30 – 3:00</p> <hr/> <p><b>Negotiating the Offer</b> 1:30 – 4:30</p>	<p><b>ProMatch Information Session</b> 9:00 – 11:45</p> <hr/> <p><b>Presenting Accomplishments *</b> 9:00 – 12:00</p> <hr/> <p><b>Managing Change</b> 1:00 – 3:30</p> <hr/> <p><b>Beyond the Resume: Demonstrating Value</b> 1:00 – 4:00</p> <hr/> <p><b>Ask the Career Advisor</b> 1:30 – 2:30</p>	<p><b>Ace the Interview</b> 9:00 – 12:00</p> <hr/> <p><b>Customize Your Resume</b> 1:00 – 2:30</p> <hr/> <p><b>Am I Marketable?</b> 1:30 – 3:00</p>	<p><b>The NOVA Job Center will open at 10:30am</b></p> <hr/> <p><b>What Are My Training Options?</b> 11:00 – 12:00</p> <hr/> <p><b>Who AM I? ✎</b> 12:30 – 4:30</p> <hr/> <p><b>Using LinkedIn In Your Job Search</b> 1:00 – 2:30</p> <hr/> <p><b>Ask the Career Advisor</b> 1:30 – 2:30</p>
28	29	30	31	
<p><b>Communicating Essentials – Day 1 ✎</b> 12:30 – 4:30</p> <hr/> <p><b>Developing Your LinkedIn Profile</b> 1:00 – 3:00</p> <hr/> <p><b>Ask the Career Advisor</b> 1:30 – 2:30</p>	<p><b>Behavior-Based Interviewing *</b> 9:00 – 12:00</p> <hr/> <p><b>Communicating Essentials – Day 2 ✎</b> 12:30 – 4:30</p> <hr/> <p><b>Resume Facts</b> 1:00 – 2:30</p> <hr/> <p><b>Job Search Lab</b> 3:00 – 4:30</p>	<p><b>ProMatch Information Session</b> 9:00 – 11:45</p> <hr/> <p><b>Generating Job Leads</b> 9:00 – 12:00</p> <hr/> <p><b>Job Search Tips for the Mature Worker</b> 1:00 – 3:00</p> <hr/> <p><b>Ask the Career Advisor</b> 1:30 – 2:30</p>	<p><b>What Are My Training Options?</b> 10:30 – 11:30</p> <hr/> <p><b>Customize Your Resume *</b> 10:30 – 12:00</p> <hr/> <p><b>Contracting 101</b> 1:00 – 3:00</p> <hr/> <p><b>LinkedIn Lab *</b> 1:30 – 3:00</p>	

## CAREER ADVISOR SERVICES

### ► Career Advising

One-on-one job search assistance. To schedule an appointment with a career advisor, **complete our online form at [link.novaworks.org/appt](http://link.novaworks.org/appt).**

### ► Ask the Career Advisor

Have a question for an advisor but don't think you need a one-on-one meeting? This group session is your opportunity to drop in and have your questions answered.

### ► Advice Line

Have a quick question for an advisor and can't get to the NOVA Job Center? **Complete our online form: [link.novaworks.org/appt](http://link.novaworks.org/appt).**

### ► Job Search Lab

Time to move forward on your job search! A career advisor will be available.

## 1 FOCUS

### Managing Change

An interactive workshop to help you move through the stress and uncertainty created by job loss. Learn how to work through your emotions, launch an effective job search, and explore what's next for you.

### Who Am I?

A starting point for those interested in conducting career assessment. Participants will take assessments and participate in activities to define skills, interests, and values and learn how to apply this information in all stages of career development.

### Am I Marketable?

This class will assist you in determining your marketability for the position you are targeting. You'll learn about online tools to define current trends, including availability of positions, required skills, and salary data.

### What Are My Training Options?

Learn about the training options that are available to you to increase your skills, confidence, and marketability.

## 2 RESUMÉ/APPLICATION

### Resumé Facts

Learn the answers to the most common resumé questions including: what goes on the resumé, do I need to customize my resumé, what are the best ways to organize my information, and is a cover letter necessary?

### Resumé Critique

Have a career advisor review your resumé and provide you with information, ideas, and assistance to make your resumé most effective. This service is offered during career advising appointments.

### Customize Your Resumé

This is an opportunity for you to work independently on your resumé and customize it to a specific job posting. A facilitator is available to provide assistance as needed. **"Resumé Facts" is required prior to attending this class. Bring a copy of a job description and a hard copy or electronic version of your resumé with you.**

### Beyond the Resumé: Demonstrating Value

More than ever before, employers expect job seekers to demonstrate their skills. Learn about 5 ways you can demonstrate your value. After taking the workshop, you will be prepared to develop a targeted portfolio and present your skills.

### Developing Your LinkedIn Profile

Learn the basics of LinkedIn including setting up your profile, managing your account settings, and adding connections.

### LinkedIn Lab

Dedicated time to apply what you've learned in *Developing Your LinkedIn Profile*. Please bring an electronic version of your resumé and a job description. **"Developing Your LinkedIn Profile," an established LinkedIn profile, and knowing your LinkedIn password are required to attend this workshop. Late arrivals will not be accommodated.**

### Job Applications

If your job search includes filling out applications, and most jobs do at some point, you need to learn how to not screen yourself out. Discover how to successfully address legal issues, sticky questions, and online assessments.

## 3 JOB SEARCH

### Generating Job Leads

The more exposure you and your resumé have during the job search, the more likely you are to find a job. Learn about the visible and hidden job market and best ways to tap into your network.

### Job Search Tips for the Mature Worker

Mature job seekers frequently have concerns that their age or number of years of experience may create obstacles in their job search. Learn how to identify age-friendly employers, age-neutralize your resumé, and answer the tough interview questions.

### Using LinkedIn in Your Job Search

Learn how to use LinkedIn as a job-search tool, including finding people, using groups, and locating job postings.

### Informational Meetings

Build your confidence in requesting and conducting informational meetings with people who have the advice, information, and referrals you need.

### Contracting 101

This workshop will highlight how the job market has shifted toward increased contract work, assist you in navigating the world of contracting, and help you position yourself for ongoing success.

## 4 INTERVIEW / NEGOTIATE

### Ace the Interview

The simplest questions can be the most difficult. Learn how to handle questions about your salary, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews.

### Presenting Accomplishments

Add impact to your interviews by learning how to talk about your successes, highlight your strengths and minimize your weaknesses by turning negatives into positives. **"Ace the Interview" is required prior to taking this class. Bring your resumé and a sample job description to this workshop.**

### Behavior-based Interviewing

Prepare for tough questions about how you have handled situations in your past—both successes and failures. Create your own job profile and practice responding to questions. **"Ace the Interview" is required prior to taking this class. It is recommended that you bring your resumé and a sample job description to this workshop.**

### Negotiating the Offer

Discover what—other than money—is negotiable. How should you position yourself? What do you ask for first? Can you get a sign-on bonus? Get these questions answered and practice negotiating with a partner.

### Technical Whiteboard Practice

Whiteboard tests are an integral part of technical interviews. This workshop provides a place to practice coding problems and get feedback from your peers. **Before attending, visit: <http://link.novaworks.org/whiteboard>.**

# Workshops & Services



## Communication Essentials

Communication Essentials features practical techniques, interactive exercises, and immediately useful tools in the areas of communication, facilitation, and collaboration. This class will improve your confidence and increase your effectiveness in your next position.

- Learn communicating skills that will help you resolve problems, respectfully present your point of view and listen to others.
- Enhance your ability to give and receive feedback.
- Learn facilitation skills to improve team dynamics and increase productivity.
- Apply collaboration and consensus-building techniques used in high-performance teams.
- Learn skills to analyze and creatively solve problems in a team setting.



## Entrepreneurship

### Should I Start A Business

Learn the fundamentals of what it means to run your own business and local resources available to assist entrepreneurs.

### Franchise Options

This workshop explains how to start a franchise and provides local resources available to assist entrepreneurs.



## Partner/Community Resources

### Department of Rehabilitation

Provides services and advocacy resulting in employment, independent living, and equality for individuals with disabilities. Call 408-277-1355 (voice) or 408-277-1043 (TTY) to schedule an appointment.

### Work Incentive and Planning Assistance

Are you receiving SSDI and/or SSI? Would you like to work, or are you currently working but are worried about losing your cash or medical benefits? Call to schedule an appointment with a WIPA counselor 650-645-1780 (voice) or 650-522-9313 (TTY).

### 2-1-1

2-1-1 provides free and confidential information and referral. Call 2-1-1 for help with food, housing, employment, health care, counseling, and more.

### Dress for Success

Do you need a professional outfit to make a strong first impression? Dress for Success can provide clothing on a referral basis. Contact the NOVA Job Center front desk for more information.



## Employer Presentations

### Recruitment or Information Session

Learn specific information about a company, its hiring process, and its job opportunities. See respective session flyer for specific details about upcoming events.



## Orientations

### ProMatch Information Session

Learn about ProMatch, a member-driven networking organization that provides connections and resources for professionals engaged in job search.

