

# May 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.
- Plan to arrive 15 minutes prior to the start of the workshop or appointment. *Late arrivals can attend the next available session.*
- Workshops designated by an asterisk (\*) have prerequisites. Review the workshop description page prior to attending.
- Workshops designated by a pencil icon (✎) require advance sign-up at [classregistration.novaworks.org](http://classregistration.novaworks.org).

Monday	Tuesday	Wednesday May 1	Thursday May 2	Friday May 3
		<b>ProMatch Information Session</b> 9:00 – 11:45 <hr/> <b>Resume Facts</b> 10:30 – 12:00 <hr/> <b>Beyond the Resume: Demonstrating Value</b> 1:00 – 4:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30	<b>Ace the Interview</b> 9:00 – 12:00 <hr/> <b>What Are My Training Options?</b> 11:00 – 12:00 <hr/> <b>Customize Your Resume</b> 1:00 – 2:30 <hr/> <b>Am I Marketable?</b> 1:30 – 3:00	<b>Computers will be available at 10:30am</b> <hr/> <b>Managing Change</b> 9:00 – 11:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Presenting Accomplishments *</b> 1:30 – 4:30
6	7	8	9	10
<b>Who Am I? ✎</b> 12:30 – 4:30 <hr/> <b>Developing Your LinkedIn Profile</b> 1:00 – 3:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>What Are My Training Options?</b> 3:00 – 4:00	<b>Communication Essentials – Day 1 ✎</b> 8:30 – 12:30 <hr/> <b>Negotiating the Offer</b> 8:30 – 11:30 <hr/> <b>Technical Whiteboard Practice</b> 10:30 – 12:00 <hr/> <b>Resume Facts</b> 1:00 – 2:30 <hr/> <b>Customize Your Resume *</b> 3:00 – 4:30	<b>Communication Essentials – Day 2 ✎</b> 8:30 – 12:30 <hr/> <b>ProMatch Information Session</b> 9:00 – 11:45 <hr/> <b>Am I Marketable?</b> 10:30 – 12:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Contracting 101</b> 1:30 – 3:30	<b>Generating Job Leads</b> 9:00 – 12:00 <hr/> <b>Job Search Lab</b> 10:30 – 12:00 <hr/> <b>Informational Meetings</b> 1:00 – 4:00	<b>Computers will be available at 10:30am</b> <hr/> <b>Job Search Tips for the Mature Worker</b> 8:30 – 10:30 <hr/> <b>Should I Start A Business</b> 9:30 – 11:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30 <hr/> <b>Ace the Interview</b> 1:30 – 4:30
13	14	15	16	17
<b>Beyond the Resume: Demonstrating Value</b> 9:00 – 12:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30	<b>The Job Center will open at 1:00pm.</b> <hr/> <b>Using LinkedIn In Your Job Search</b> 1:30 – 3:00 <hr/> <b>Managing Change</b> 1:30 – 4:00	<b>ProMatch Information Session</b> 9:00 – 11:45 <hr/> <b>Ace the Interview</b> 9:00 – 12:00 <hr/> <b>What Are My Training Options?</b> 10:00 – 11:00 <hr/> <b>Job Search Tips for the Mature Worker</b> 1:00 – 3:00 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30	<b>Am I Marketable?</b> 8:30 – 10:00 <hr/> <b>LinkedIn Lab *</b> 10:30 – 12:00 <hr/> <b>Technical Whiteboard Practice</b> 1:00 – 2:30 <hr/> <b>Presenting Accomplishments *</b> 1:30 – 4:30	<b>Computers will be available at 10:30am</b> <hr/> <b>Customize Your Resume</b> 10:00 – 11:30 <hr/> <b>Franchise Options</b> 10:00 – 11:30 <hr/> <b>Resume Facts</b> 1:00 – 2:30 <hr/> <b>Ask the Career Advisor</b> 1:30 – 2:30

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Monday	Tuesday	Wednesday	Thursday	Friday
20	21	22	23	24
<b>Developing Your LinkedIn Profile</b> 1:00 – 3:00	<b>Behavior-Based Interviewing *</b> 8:30 – 11:30	<b>ProMatch Information Session</b> 9:00 – 11:45	<b>Contracting 101</b> 10:00 – 12:00	<b>Computers will be available at 10:30am</b>
<b>Informational Meetings</b> 1:00 – 4:00	<b>Am I Marketable?</b> 10:00 – 11:30	<b>What Are My Training Options?</b> 10:30 – 11:30	<b>Resume Facts</b> 1:00 – 2:30	<b>Who Am I? ✎</b> 8:30 – 12:30
<b>Ask the Career Advisor</b> 1:30 – 2:30	<b>Communication Essentials – Day 1 ✎</b> 12:30 – 4:30	<b>Technical Whiteboard Practice</b> 10:30 – 12:00	<b>Generating Job Leads</b> 1:00 – 4:00	<b>Customize Your Resume *</b> 10:30 – 12:00
	<b>Negotiating the Offer</b> 1:00 – 4:00	<b>Communication Essentials – Day 2 ✎</b> 12:30 – 4:30		<b>Ace the Interview</b> 1:00 – 4:00
	<b>Job Search Lab</b> 1:30 – 3:00	<b>Ask the Career Advisor</b> 1:30 – 2:30		<b>Ask the Career Advisor</b> 1:30 – 2:30
				Sign up for June classes <a href="http://www.novaworks.org">www.novaworks.org</a> ✎
27	28	29	30	31
<b>Closed for Memorial Day Holiday</b>	<b>Job Search Tips for the Mature Worker</b> 8:30 – 10:30	<b>ProMatch Information Session</b> 9:00 – 11:45	<b>Ace the Interview</b> 9:00 – 12:00	<b>The NOVA Job Center will open at 10:30am</b>
	<b>Technical Whiteboard Practice</b> 10:30 – 12:00	<b>Resume Facts</b> 10:30 – 12:00	<b>LinkedIn Lab *</b> 10:30 – 12:00	<b>Managing Change</b> 1:00 – 3:30
	<b>What Are My Training Options?</b> 1:00 – 2:00	<b>Beyond the Resume: Demonstrating Value</b> 1:00 – 4:00	<b>Customize Your Resume</b> 1:00 – 2:30	<b>Presenting Accomplishments *</b> 1:00 – 4:00
	<b>Using LinkedIn In Your Job Search</b> 1:30 – 3:00	<b>Ask the Career Advisor</b> 1:30 – 2:30	<b>Am I Marketable?</b> 1:30 – 3:00	<b>Ask the Career Advisor</b> 1:30 – 2:30
		<b>Job Search Lab</b> 3:00 – 4:30		

## CAREER ADVISOR SERVICES

*NOTE: For all workshops and classes, plan to arrive 15 minutes prior to the start of the workshop or appointment. Late arrivals can attend the next available session*

### ► 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.**

## 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 jobsearch 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.**

### 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.**

### 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.



## 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 session flyer for specific details about the event.



## Orientations

### ProMatch Information Session

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

