



FEBRUARY 2010 Workshops ~ SOMA/CIVIC CENTER ONESTOP CENTER

Goodwill Industries of San Francisco, San Mateo & Marin Counties, Inc. 1500 Mission Street, San Francisco, CA 94103

Hours: Mon 9-5, Tue 9-5, Wed 9-5, Thu 9-5, Fri 9-5, Sat 9-3 One Stop Center Phone # 415-575-4570

Advanced Resume Workshop (Space limited to 10 participants) You have a resume, but is it getting the attention you want? This workshop will teach you how to help your resume to stand out from the pack. We'll focus on structure, design and content.

Application & References Workshop (Space limited to 10 participants) Need tips on applying for a job? If you're searching for work and applying for jobs, you're invited to learn more about the job application process. In addition you'll learn the correct way prepare your reference sheet and contact references in advance and get that great job recommendation.

Career Search Workshop This workshop will explore and provide information regarding various alternatives to standard employment such as contract work, temp agency work and becoming a volunteer.

Child Support Services for San Francisco County (Space limited to 20 participants) This workshop will provide information on all of the available programs through San Francisco's Child Support Services Dept. for both custodial and non-custodial parents, including general support services, paternity tests, support modifications, visitation, resolution and employment programs within the Child Support Services Division.

Clean Slate Workshop A criminal arrest or conviction may present barriers to obtaining employment, housing, education and public benefits. The Public Defender's Office Clean Slate Program helps its clients clean their records in order to overcome these barriers. This presentation will address the services offered at Clean Slate, the requirements needed to qualify for services, description of the processes and will hand out required documentation and applications to begin working with Clean Slate.

Cover Letter Workshop (Space limited to 10 participants) Learn the purpose of a cover letter and understand the appropriate letter structure, language and tone. Know what to include and what to omit and focus on linking your cover letter to the job you are applying for.

Disability and Disclosure 101 (Space limited to 15 participants) In this workshop you will learn: What to say and what not to say to employers. Your legal rights when you're interviewing and on-the-job. Advantages and disadvantages to disclosing your disability.

Evaluating a Job Offer This workshop will cover key points to consider before accepting an offer that can have a significant impact on your next job. We'll help you clarify your questions or concerns regarding your decision to sign on board with a particular employer.

From Layoff to Paycheck (Space limited to 10 participants) This workshop is for people who have lost their jobs, whether it was last week or last year. We'll look at career management, emotional effects of layoff, assessments, staying organized, combating isolation and how to fill in the gap on your resume.

How to Research Companies (Space limited to 10 participants) Have you ever wondered which companies are hiring in your area? Or who to talk to at the company your interested in? In this workshop we will teach you how to use online resources like LinkedIn, Reference USA, LinksV to assist you with your job search. Space is limited, so please sign up by calling 415-575-4570.

How to Use Linked-In (Space limited to 10 participants) Searching for a job can be frustrating if you constrain yourself to the typical tools such as online jobs boards, trade publications, CraigsList and networking with only your close friends. In these kinds of times, you need to use all the weapons that you can and one that many people don't, or at least don't use to the fullest extent. It is called Linked-In.

Interview Practice Workshop This workshop will offer role-play practice interviews.

Introduction to the Internet & Computer (Space limited to 10 participants) In this workshop you will learn computer basics, how to set up an email account and basic Internet navigation.

Introduction to the Internet & Computer 2 (Space limited to 10 participants) For those who have established an e-mail account and need more computer training such as copy and paste, attachments and more advanced Internet search skills.

Myers-Briggs Personality Test & Career Indicator Workshop (Space limited to 10 participants) The Meyers-Briggs is a questionnaire style assessment that is designed to describe how you approach the world, process information and make decisions. This assessment has been used for the past 50 years to assist in career exploration and job satisfaction.

Network Your Way into Your Next Job (Space limited to 10 participants) Learn ways to maximize your job search and find the job you really want. This workshop will help you understand the basics of networking and how your network can help you find the job of your dreams.

One Stop Career Center Orientation (Starting Dec 7th) This orientation is required for all new clients of the One Stop Career Link Center. At this orientation you will learn about what free services are available for you and the expectations of the Center. Applications for your One Stop Scan Card will be completed and you will receive your access card.

Preparation for Interview Workshop Learn the interview process, skills and techniques involved in presenting yourself. Learn the techniques of behavioral interviews by learning how to write employer questions, develop experience scenarios and plan follow-up contact.

Resource Specialist Drop-In Meet with a Resource Specialist one-on-one and find out what programs and services you're eligible for. These services include but are not limited to: Jobs Now, CalWorks, job search assistance, ex-offender, RAMP, veteran's services, disability, immigration and other partner agencies.

Resume Workshop (Space limited to 10 participants) In this clinic you will learn resume basics and how to create or update your resume. Please bring a detailed employment history or old resume, if possible.

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Hearing Impaired (TTY) call 415-575-2115

Find us on the web @ www.sfgoodwill.org and www.onestopsf.org