










★ **Happy New Year!**

**January 2010** ★

39155 Liberty St, Suite B-200, Fremont, CA 94538  
Hours: Mon ~ Fri, 8 am - 5 pm (510) 794-3669


# Tri-Cities One Stop Career Center

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>Workshops Requirements:</b> To attend workshops, you must have an EASTBAY Works Card. Workshops preceded by an asterisk * require sign-up at the information desk</p>	<p><b>SPECIAL NOTATION:</b> Take the time and read over this entire calendar for the added job search tips, &amp; information being provided to better assist you.</p>	<p>Please Visit <a href="http://www.pronet-fremont.org">www.pronet-fremont.org</a> for information about joining ProNet and attending advanced workshops</p>	<p>Start Your Next Week Off at Your Local One Stop Career Center Join A ProNet Class! It's FREE!!!</p>	 <p>"Office Closed"</p>
<p><b>ProNet Orientation/Job Prep Workshop</b> 9:00-Noon TR <i>New Year Resolutions</i>  4 #1. Report to My Local Career Ctr On a Regular Basis Or as Needed</p>	<p><b>ProNet Basic Job Search</b> 9:00-Noon TR *CalJOBS Resume 9:30-11:00 L 5</p>	<p><b>ProNet Basic Resume</b> 9:00-Noon TR * CTB ORIENTATION 2:00-3:00 C 6</p>	<p><b>ProNet Basic Interview</b> 9:00-Noon TR *WIA ORIENTATION 9:00-10:00 C 7</p>	<p>Thought of the Day You have to have confidence in your ability, and then be tough enough to follow thru. Rosalyn Carter 8</p>
<p><b>ProNet Orientation/Job Prep Workshop.</b> 9:00-Noon TR  11</p>	<p>*Basic Internet 8:30-10:00 <b>ProNet Basic Job Search</b> 9:00-Noon TR *CalJOBS Resume 9:30-11:00 L 12</p>	<p><b>ProNet Basic Resume</b> 9:00-Noon TR * CTB ORIENTATION 2:00-3:00 C 13</p>	<p><b>ProNet Basic Interview</b> 9:00-Noon TR  14</p>	 <p>let it snow let it snow let it snow</p> <p>15</p>
<p><i>Martin Luther King Day</i>  "Office Closed" 18</p>	<p><b>ProNet Basic Job Search</b> 9:00-Noon TR *CalJOBS Resume 9:30-11:00 L 19</p>	<p><b>ProNet Basic Resume</b> 9:00-Noon TR * CTB ORIENTATION 2:00-3:00 C 20</p>	<p><b>ProNet Basic Interview</b> 9:00-Noon TR *WIA ORIENTATION 9:00-10:00 C 21</p>	<p>Did You Ever? Check out Websites: <a href="http://www.usajobs.gov">www.usajobs.gov</a> <a href="http://www.linkedin.com">www.linkedin.com</a> Try them Out Today! 22</p>
<p><b>ProNet Orientation/Job Prep Workshop.</b> 9:00-Noon TR  25</p>	<p>*Basic Internet 8:30-10:00 <b>ProNet Basic Job Search</b> 9:00-Noon TR *CalJOBS Resume 9:30-11:00 L 26</p>	<p><b>ProNet Basic Resume</b> 9:00-Noon TR * CTB ORIENTATION 2:00-3:00 C  27</p>	<p><b>ProNet Basic Interview</b> 9:00-Noon TR  28</p>	<p>Did You Ever Consider Re-training? Learn More &amp; Sign-up "In-Person" @ Fremont's Front Counter for CTB &amp;WIA workshops. 29</p>

ROOM KEY: TR = Training Room C-300  
L = Lobby, B-200

C = Carnelian Room B-200  
P = Pacific Room H-800

MI = Millennium Room A-120  
M = Mediterranean Room H-810

ACTIVITY	DESCRIPTION	TO PARTICIPATE PLEASE
<p>* CALJOBS Resume Workshop</p> <p><b>“REQUIRED”</b> HOMEWORK ASSIGNMENT Bring with you to workshop Completed Résumé Form Must Register with CalJOBS</p>	<p><b>Reminder: “No Late Arrivals Allowed”</b></p> <ul style="list-style-type: none"> <li>◆ Professional assistance with entering resume into CALJOBS</li> <li>◆ Develop a finished resume</li> <li>◆ Resume viewing by employers</li> <li>◆ Job opportunities</li> </ul> <p><b>Reminder: “Phone Sign-ups Not Allowed”</b></p>	<p>Must be Enroll in CALJOBS &amp; * <b>Sign-up at the Information Desk</b></p> <p><b>EVERY TUESDAY</b> Starts @ 9:30 a.m. - 11:00 a.m.</p>
<p>* Basic Internet for Job Seekers Workshop</p> <p><b>“LIMITED SEATING”</b></p>	<p><b>Reminder: “No Late Arrivals Allowed”</b></p> <ul style="list-style-type: none"> <li>◆ Learn tools to navigate the web &amp; how to use search engines</li> <li>◆ Access various web sites for job search</li> <li>◆ Research Labor Market Information</li> <li>◆ Use maps on the Internet</li> </ul> <p><b>Reminder: “Phone Sign-ups Not Allowed”</b></p>	<p>* <b>Sign-up at the Information Desk</b></p> <p><b>TUESDAY, January 12 &amp; 26</b> Starts @ 8:30 a.m. - 10:00 a.m.</p>
<p>* <b>CTB ORIENTATION</b></p> <p><b>“LIMITED SEATING”</b></p>	<p><b>Reminder: “No Late Arrivals Allowed”</b></p> <ul style="list-style-type: none"> <li>◆ Learn About Receiving Unemployment Insurance (UI) Benefits while Attending an Approved Training Program.</li> <li>◆ What is California Training Benefits (CTB)?</li> <li>◆ Where to Find Training, Criteria for Training, Training Extension</li> <li>◆ Training Resources: ETP, WIA, and TAA.</li> <li>◆ What is Other Training</li> </ul> <p><b>Reminder: “Phone Sign-ups Not Allowed”</b></p>	<p>* <b>Sign-up at the Information Desk</b></p> <p><b>EVERY WEDNESDAY,</b> Starts @ 2:00 p.m. - 3:00 p.m.</p>
<p><b>Networking Opportunity With ProNet</b></p>	<p><b>Steps to Join ProNet</b></p> <p>Attend Orientation &amp; Pick-up Packet Attend the Four Basic Workshops (See Below) Attend Team Meeting &amp; Submit Member Profile/Package to Team Leader Attend Networking and General Meetings &amp; Advanced Workshops! Accept Invitation to Yahoo Groups</p>	<p><b>What’s in it for me?</b></p> <ul style="list-style-type: none"> <li>• Increases your networking opportunities.</li> <li>• Expands your skills</li> <li>• Helps you find unpublished job leads</li> <li>• Helps you find a job!</li> </ul>
<p><b>ProNet Presents: Orientation / Prep Workshop</b></p>	<p><b>Reminder: “No Late Arrivals Allowed”</b></p> <ul style="list-style-type: none"> <li>◆ Overview of steps to join ProNet</li> <li>◆ Learn the importance of 90 second commercials, business cards</li> <li>◆ Assessment of Transferable Job Skills</li> </ul>	<p><b>No sign-up required.</b></p> <p><b>EVERY MONDAY</b> Starts @ 9:00 a.m. to Noon <b>Check in 30 minutes early.</b></p>
<p><b>ProNet Presents: Basic Job Search Workshop</b></p>	<p><b>Reminder: “No Late Arrivals Allowed”</b></p> <ul style="list-style-type: none"> <li>◆ Offers Guidance in planning an effective job search</li> <li>◆ Provides suggestions on Self-Assessment</li> <li>◆ Business and Job Search Plans</li> <li>◆ The Importance of Networking</li> </ul>	<p><b>No sign-up required.</b></p> <p><b>EVERY TUESDAY</b> Starts @ 9:00 a.m. to Noon <b>Check in 30 minutes early.</b></p>
<p><b>ProNet Presents: Resume Workshop</b></p>	<p><b>Reminder: “No Late Arrivals Allowed”</b></p> <ul style="list-style-type: none"> <li>◆ Types of resumes/key elements. Current resume writing styles.</li> <li>◆ Resume “Do’s and “Don’ts”</li> <li>◆ Electronic and scannable resumes</li> <li>◆ Cover Letters, Thank You Letters and References</li> </ul>	<p><b>No sign-up required.</b></p> <p><b>EVERY WEDNESDAY,</b> Starts @ 9:00 a.m. – Noon <b>Check in 30 minutes early.</b></p>
<p><b>ProNet Presents: Interview Workshop</b></p>	<p><b>Reminder: “No Late Arrivals Allowed”</b></p> <ul style="list-style-type: none"> <li>◆ Most commonly asked questions &amp; behavioral questions</li> <li>◆ Discussion of Interview Types</li> <li>◆ Preparation &amp; Research. Illegal questions covered</li> </ul>	<p><b>No sign-up required.</b></p> <p><b>EVERY THURSDAY,</b> Starts @ 9:00 a.m. – Noon <b>Check in 30 minutes early.</b></p>
<p>* <b>WIA ORIENTATION</b></p> <p><b>“LIMITED SEATING”</b></p>	<p><b>Reminder: “No Late Arrivals Allowed”</b></p> <ul style="list-style-type: none"> <li>◆ Workforce Investment Act (WIA) program overview</li> <li>◆ Training provider information</li> <li>◆ ProNet Workshop Overview</li> <li>◆ Client Responsibilities</li> </ul> <p><b>Reminder: “Phone Sign-ups Not Allowed”</b></p>	<p>* <b>Sign-up at the Information Desk</b></p> <p><b>THURSDAY, January 7 &amp; 21</b> Starts @ 9:00 a.m. - 10:00 a.m.</p>
 <p>Revision 52 01/10</p>	<p><b>REMINDER</b></p> <p><b>To Attend Workshops, YOU MUST HAVE an EASTBAY Works Card.</b></p> <p><b>Workshops Preceded by an Asterisk (*)</b> <b>Requires In Person Sign-up at the Information Desk</b></p>	