

MENDOCINO WORKS

EMPLOYMENT RESOURCE CENTERS

310 E. Redwood Ave.
Fort Bragg, CA 95437
707-964-3218

www.mendocinoworks.com

March 2010

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>Job Seekers Network 1-4:45</p>	<p>2</p> <p>Job Seekers Network 1-4:45</p>	<p>3</p> <p>WIA Orientation 10-12</p> <p>Job Seekers Network 1-4:45</p>	<p>4</p> <p>Job Seekers Network 1-4:45</p>	<p>5</p> <p>Resource Room Closed MPIC & EDD Available by Appointment</p>
<p>8</p> <p>DOR Orientation 1:30-2:30</p>	<p>9</p> <p>Career Exploration Workshop 3:30-5</p>	<p>10</p> <p>WIA Orientation 10-12</p>	<p>11</p>	<p>12</p> <p>Resource Room Closed MPIC & EDD Available by Appointment</p>
<p>15</p>	<p>16</p> <p>WinWayResume Lab 3:30-5</p>	<p>17</p> <p>WIA Orientation 10-12</p> 	<p>18</p>	<p>19</p> <p>Closed For MPIC Staff Meeting</p>
<p>22</p>	<p>23</p>	<p>24</p> <p>WIA Orientation 10-12</p>	<p>25</p> <p>Career Exploration Workshop 3:30-5</p>	<p>26</p> <p>Resource Room Closed MPIC & EDD Available by Appointment</p>
<p>29</p>	<p>30</p> <p>WinWayResume Lab 3:30-5</p>	<p>31</p> <p>WIA Orientation 10-12</p>	<p>FREE TYPING CERTIFICATE</p> <p><i>Need a Typing Certificate for employment? Free typing tests available by appointment. Check at front desk</i></p> 	

For information about the agencies and workshops on this calendar please see the reverse side.





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Activities & Opportunities

Career Exploration Workshop- This new workshop is key to giving you ideas for occupations that suit you well. This web based interest and skills assessment, Career Cruising is well-respected and used around the world. Learn how the skills you have can relate to a new career and if you need additional training. Upon completion of this workshop you will have:
* A detailed Career Profile * College and Financial Aid Information
* Information on Career & Technical programs. * An Electronic Portfolio
See front desk for more information

Department Of Rehabilitation (DOR) - Our mission is to assist Californians with disabilities to obtain and retain employment and maximize their ability to live independently in the community.
625 Kings Court, Suite A, Ukiah, CA 95782; 707-463-4791

Job Seekers Network- This workshop series will give you the tools and techniques you need to land the best job possible for you.* Identify Your Skills * Resumes Cover Letters and Thank You Letters * Interview Skills *Applications Tips and Traps * Next Step-Moving Forward. **See Brochure for More Information. See front desk to enroll.**

RESUME LAB- This is a hands-on lab for anyone in the process of creating or reworking their resume. Participants will learn to use the **WinWay** resume program. This is the same program in use in our Resource Room, so it's the perfect way to receive technical support for starting your resume. **Space is limited to four people per session-sign up in advance and you'll be given the Resume Packet-read the material and compile your information BEFORE the lab and you'll be ready to go!**

West Company – West Company assists those wishing to start or grow a business. Workshops and one-on-one consulting are available. To schedule an orientation please contact them toll free at (866) 604-WEST (9378) or visit www.WestCompany.org <<http://www.westcompany.org/>> for more information. 760B Stewart Street, Fort Bragg, CA 95437; 707-964-7571

WIA Orientation – Discover what employment and training options may be available to you. This workshop provides an overview of the different types of services available. **See front desk staff for more information.**

Youth Workshops-Designed specifically for 17-21 age group.

Mendocino Private Industry Council (MPIC) - Private non-profit organization providing job search and career exploration activities and programs. Self-directed services are available in the Mendocino Works resource centers to everyone; further specialized services - including one-on-one services with a vocational resource specialist - **may be available depending on eligibility. Ask for a WIA Orientation.**
310 East Redwood Avenue, Fort Bragg, CA 95437; 707-964-3218, 1-800-600-6950

Mendocino Works Employment Resource Center - A center where you can access important information you need for your job search, or your search for the perfect employee, as well as posting your job openings.
310 East Redwood Avenue, Fort Bragg, CA 95437; 707-964-3218, 1-800-600-6950