

MENDOCINO WORKS

EMPLOYMENT RESOURCE CENTERS

221 S. Lenore Ave.
Willits, CA 95490
707-456-3782

www.mendocinoworks.com

March 2010

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Three-In One 9-11am JAG 1:30-3:00	4	5 MPIC Available By Appointment
8	9	10 Three-In One 9-11am	11 Resume Lab 10 am -Noon <i>Bring you completed resume packet</i>	12 MPIC Available By Appointment
15	16	 17 Three-In One 9-11am JAG 1:30-3:00	18 Resume Lab 10 am -Noon <i>Bring you completed resume packet</i>	19 MPIC Closed Today
22 Job Seekers Network 1-4:45pm	23 Job Seekers Network 1-4:45pm	24 Three-In One 9-11am Job Seekers Network 1-4:45pm	25 WIA Orientation 2-4pm Job Seekers Network 1-4:45pm	26 MPIC Available By Appointment
29	30	31 Three-In One 9-11am		FREE TYPING CERTIFICATE <i>Need a Typing Certificate for employment? Free typing tests available by appointment only. Check in the Resource Room</i>

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

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Activities & Opportunities

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. **Orientations are by appointment only.**
625 Kings Court, Suite A, Ukiah, CA 95482; 707-463-4791

Job Activities Group (JAG) Provides ongoing support and information for your job search. A variety of topics are discussed, such as: resumes that get interviews, how to complete applications, interview techniques, networking with employers and ideas for job leads. **Ask front desk staff for more information.** (Mendocino Works Workshop)

CalWorks Job Services (CWJS) Orientation: A program overview for CalWorks recipients- Some of the information shared in this nine-hour workshop is: how a CalWorks grant is figured, what services are available through CWJS, what other agencies CWJS works with and how they can help with the goal of self-sufficiency and what are the responsibilities of a Cal Works recipient. (CWJS Workshop)

Job Seekers Network (JSN) This 4 day workshop series will give you the tools and techniques you need to land the best job possible for you. 1.) Identify Your Skills. 2.) Resumes, Cover letters and Thank you letters. 3.) Interview Skills. 4.) Applications Tips and Traps. 5.) Next Step – Moving Forward. **See brochure for more information.** (Mendocino Works Workshop)

Restarting Your Life: The class starts with a check-in and looks at existing job barriers. Participants choose topics from the following menu: finding your core gift, dealing with anxiety, dealing with depression, ADHD/learning disabilities, finding help for ...?, how your thoughts create your life, relationships at home and on the job, stress reduction, getting motivated, building self-esteem, and any other topic that will assist you in finding the right work situation for you. (Mendocino Works Workshop)

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 on most Fridays, with a once-per-month focus on **CalJOBS** resumes. These are the same programs in use in our Resource Room, so it's the perfect way to receive technical support for starting your resume. (Mendocino Works Workshop)

Self-Assessment Workshop (SAW) If you are not sure what jobs to apply for, this series of questionnaires is key in giving you ideas for occupations that suit you well. When you are finished you will get a report, which will show: Career Interest Areas, Work Temperaments, Work Attitudes and Learning Styles. **See front desk staff for more information and to sign up.** (MPIC Workshop)

Test of Adult Basic Education (TABE) Find out how you rank in reading, math and language skills, up to the 12th grade level. This will help you identify any areas of weakness you may have so that you can improve- especially if they are skills required for the work you want to do! The test takes two hours, is free and is given by appointment only. **See front desk staff for more information and to sign up.** (MPIC Workshop)

Life Skills 101 This class is oriented toward dealing with the problems of the group members as they arise, such as Interpersonal Skills, Budgeting, Coping with life stressors. Led by facilitator, Gene Price at the Family Center. **See front desk staff for more information.** (AODP Workshop)

The World of Work A group discussion of personal goals and barriers regarding employment. Led by facilitator, Kathy Covelloni. **See front desk staff for more information.** (Mendocino Works Workshop)

West Company Assists those wishing to start their own 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 for more information.**

Workforce Investment Act (WIA) Orientation – Training and Job Development assistance through WIA/MPIC. Sign up for WIA Orientation at the front desk to learn more. **See front desk staff to sign up.** (MPIC Workshop)

To register for Workshops please see your Case Manager or Front Desk Staff unless otherwise noted.