



CONCORD CAREER CENTER

May 2019

HOURS Monday-Friday 8:30 AM – 5:00 PM

4071 Port Chicago Hwy., Suite 250

Concord, CA 94520

(925) 671-4500

Register at: www.caljobs.ca.gov

Visit our Website: www.eastbayworks.com

NOT SURE WHERE TO START?

Come to a WIOA Info Session

Friday, May 15, 2019 at 1:30 pm -2:30 pm

Recommended Workshops to take after the above workshop

CCWC Résumé Writing

CCWC Job Search in CalJOBS

Tuesday, May 28th, 2:00 pm-3:00 pm

Thursday, May 23rd, 3:00 pm-5:00 pm

California Training Benefits (CTB)

Wednesday, May 1st & 15th, 2:30 pm-3:30 pm

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

DAILY TOURS

Upon Request

Orientación en Español cada Miercoles a las 11:00 am

Career Assessments ♦ Skill assessments ♦ Typing tests

Experience Unlimited (EDD-sponsored networking group)

IMPORTANT INFORMATION

All Center Services and workshops

REQUIRE CalJOBS Registration

Computers, Fax & Copiers Are Only

Available till 4:45pm

TECH TOOLS

Email for Job Search

Friday, May 17th, 2019 ~ 2:00 pm-3:00 pm

Introductory Excel

Friday, May 24th, 2019 ~ 1:30 pm-4:30 pm

Microsoft Word Basic

Tuesday, May 7th, and May 14th, 2019 ~
9:00 am-10:30 pm

Cal Fresh by Appointment

Wednesday, May 1st and May 15th, 2019

Please sign up for an appointment at the Front Desk

Résumé Review & Career Coaching by Appointment

Friday, May 3rd and Friday, May 17th 2019

Please sign up for an appointment at the Front Desk

Dept. of Rehabilitation by Appointment

Thursday, May 2nd, 9th, 16th, 23rd, 30th 2019

JOB CORP

Tuesday, May 7th and Tuesday, May 14th, 2019

Please sign up for an appointment at the Front Desk

On Site Recruitments

Announcements are posted online
and at the AJCC Resource Center

BEYOND THE BASICS

Applying for Government Jobs

Wednesday, May 8th, 2:00 pm – 3:00 pm

Friday, May 24th, 11:00am-12:00pm

Customer Service Training

M-F, May 27th – May 31st 9:00 am-12:00 pm

Labor Market Information (LMI)

Tuesday, May 28th, 2:00 pm – 3:00 pm

JOB SEARCH BASICS

Interviewing Techniques

Thursday, May 16th, 11:30 am-1:00 pm

Job Search Strategies

Wednesday, May 8th, 10:00am-11:00am

Thursday, May 16th, 3:15 pm-4:30 pm

Networking Skills

Tuesday, May 14th 3:00 pm-4:00 pm

Thursday, May 23rd 3:00 pm-4:00 pm

Résumé Basics

Tuesday, May 7th 10:00am-11:00am

ASSESSMENT CENTER

Jackson Vocational Interest Survey (JVIS) – Turn your interests into a satisfying career with this education and career planning tool. **Please call the AJCC Front Desk for additional information and to schedule your appointment.**

Dates Scheduled: Tuesday, May 7th, 14th, 21st, 28th Thursday, May 2nd, 9th, 16th, 23rd, 30th from 12:00 pm-2:00 pm

Typing Tests – Please call the AJCC Front Desk for additional information and to schedule your appointment. **No-cost certificate verifies speed and accuracy.**

Dates Scheduled: Tuesday, May 7th, 14th, 21st, 28th Thursday, May 2nd, 9th, 16th, 23rd, 30th
from 12:00 pm-2:00 pm

Metrix Online Training (Registration Required online) <http://eastbayworks.metrixlearning.com>

Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials.

WORKSHOPS



SMALL
BUSINESS
DEVELOPMENT
CENTER
CONTRA COSTA

**WEBSITE BUILDING BASICS -
BUILDING AND PUBLISHING YOUR
OWN WEBSITE**

Monday, May 20th, 2019

9:00am to 12:00pm

www.contracostasbdc.org