

Workshops & Services

CAREER ADVISOR SERVICES

▶ Career Advising

Career Advisors are available for one-on-one job search assistance. To schedule an appointment with a Career Advisor, complete our online form at link.novaworks.org/appt.

▶ Ask the Career Advisor

Have a question for an advisor but don't think you need a 1-on-1 meeting? This group session is your opportunity to drop-in and have your questions answered.

▶ Advice Line

Have a quick question for an advisor and can't get to the NOVA Job Center? Complete our online form and a career advisor will call you. link.novaworks.org/adviceline.

1 FOCUS

Plan For Your Success – Lab

Review the four stages of a job search, identify where you are in your job search, and create a strategy for reaching your goals. Learn time management strategies to maximize your productivity.

Managing Change

An interactive workshop to help you move through the stress and uncertainty created by job loss. Learn how to work through your emotions, launch an effective job search, and explore what's next for you.

Who Am I?

A starting point for those interested in conducting career assessment. Participants will take assessments and participate in activities to define their skills, interests, and values and learn how to apply this information in all stages of career development.

Career Exploration

Learn how to gather information about career options, develop an understanding of how to access the latest career information resources, and discover the value of career exploration in making smart and informed career decisions.

Focus – Lab

Learn how to implement practical and tangible actions to assist with defining your career focus and understanding the current labor market, so that you can move forward with your job search activities.

2 RESUME/APPLIC.

Resume Facts

Learn the answers to the most common resume questions including: what goes on the resume, do I need to customize my resume, what are the best ways to organize my information and is a cover letter necessary?

Resume Critique

Have a career advisor review your resume and provide you with information, ideas, and assistance to make your resume most effective. This service is offered during career advising appointments.

Customize Your Resume

This is an opportunity for you to work independently on your resume and customize it to a specific job posting. A facilitator is available to provide assistance as needed. **Please bring a copy of the job description and a hard copy or electronic version of your resume with you. Resume Facts is required prior to attending this class.**

Job Applications

If your job search includes filling out applications, and most jobs do at some point, learn how to not screen yourself out. Discover how to successfully address legal issues, sticky questions, and online assessments.

Resume & Application – Lab

Now that you have a job objective, use this lab to create your resume and master employment application so that you can effectively target and market your skills.

3 JOB SEARCH

Generating Job Leads

The more exposure you and your resume have during the job search, the more likely you are to find a job. Learn about the visible and hidden job market and best ways to tap into your network.

Job Search Tips for the Mature Worker

Mature job seekers frequently have concerns that their age or number of years of experience may create obstacles in their job search. Learn how to identify age-friendly employers, age-neutralize your resume, and answer the tough interview questions.

Developing Your LinkedIn Profile

Learn the basics of LinkedIn including setting up your profile, managing your account settings, and adding connections.

Using LinkedIn in Your Job Search

Learn how to use LinkedIn as a job search tool including finding people, using groups, and locating job postings.

LinkedIn Lab

Dedicated time to use what you've learned in Developing Your LinkedIn Profile and apply it in a group setting to develop a more effective LinkedIn profile. Please bring an electronic version of your resume and a job description.

Developing Your LinkedIn Profile, an established LinkedIn profile, and knowing your LinkedIn password are required to attend this workshop. Due to the nature of this workshop, late arrivals will not be accommodated.

Informational Interviewing

Build your confidence requesting and conducting informational meetings with people who have the advice, information, referrals you need.

Job Search & Networking - Lab

Explore the visible and hidden job market and work on specific tasks to help you create an effective strategy for finding the jobs, expanding your network and developing contacts at employers.

4 INTERVIEW / NEGOTIATE

Ace the Interview

The most simple interview questions can be the most difficult to answer. Learn how to handle questions about your salary requirements, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews.

Presenting Accomplishments

Add impact to your interviews by learning how to talk about your successes, highlight your strengths and minimize your weaknesses by turning negatives into positives. **Ace the Interview is required prior to taking this class. It is recommended to bring your resume and a sample job description to this workshop.**

Behavior-based Interviewing

"Tell me about a time when..." Prepare for tough questions about how you have handled situations in your past—both successes and failures. Create your own job profile and practice responding to questions. **Ace the Interview is required prior to taking this class. It is recommended to bring your resume and a sample job description to this workshop.**

Negotiating the Offer

Discover what—other than money—is negotiable. How should you position yourself? What do you ask for first? Can you get a sign-on bonus? Get these questions answered, and practice negotiating with a partner.

Interview & Negotiating – Lab

Once you start submitting your resume and applications, you need to prepare to present your skills and accomplishments to employers. Use this lab to identify the skills and experience you want to share during an interview and formulate responses that showcase what you have to offer.

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Computer Skills

Must be able to attend all sessions of the class.

Intro to Computers

Basic overview of how a computer works and how to use the Windows Vista Operating System. Class also provides an introduction to the internet and internet-based email.

MS Office classes are introductions to the Microsoft applications. It is recommended that participants be comfortable with basic computer functions.

MS Word 2010

Editing, formatting templates, wizards, layouts, graphics, columns, and tables.

MS Excel 2010

Editing, formatting, printing, charts, and basic calculations.

MS PowerPoint 2010

Creating a presentation, adding / modifying slides and templates, inserting information, and printing slides.

QuickBooks 2014

Class reviews the functions and features of QuickBooks including accounts, lists, customers, vendors, sales tax, invoicing, inventory, reporting, and more.



Employer Presentations

Recruitment or Information Session

Learn specific information about company, their hiring process and job opportunities. Please see session flyer for specific details about the event.



Communication Essentials

Communication Essentials features practical techniques, interactive exercises, and immediately useful tools in the areas of communication, facilitation, and collaboration. This class will improve your confidence and increase your effectiveness in your next position.

- Learn communicating skills that will help you resolve problems, respectfully present your point of view and listen to others.
- Enhance your ability to give and receive feedback.
- Learn facilitation skills to improve team dynamics and increase productivity.
- Apply collaboration and consensus building techniques used in high-performance teams.
- Learn skills to analyze and creatively solve problems in a team setting.



Entrepreneurship

Should I Start A Business

Learn the fundamentals of what it means to start your own business and local resources available to assist entrepreneurs.

Franchise Options

How to start a franchise and local resources available to assist entrepreneurs.



Financial Resources

Mastering Your Money

Review the basics of a spending plan and the ins and outs of credit.



Partner / Community Resources

Dept. Of Rehabilitation

Provides services and advocacy resulting in employment, independent living and equality for individuals with disabilities. Call (408) 277-1355 (Voice) or (408) 277-1043 (TTY) to schedule an appointment.

Work Incentive and Planning Assistance

Are you receiving SSDI and/ or SSI? Would you like to work or are you currently working but are worried about losing your cash or medical benefits? Call to schedule an appointment with a WIPA Counselor (650) 645-1780 or TTY: (650) 522-9313.

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2-1-1 provides free and confidential information and referral. Call 2-1-1 for help with food, housing, employment, health care, counseling and more. z

Dress for Success

Do you need a professional outfit to make a strong first impression? Dress for Success can provide clothing on a referral basis. Contact the NOVA Job Center front desk for more information.



Orientations

ProMatch Orientation

Learn about ProMatch, a member-driven networking organization that provides connections and resources for professionals engaged in job search.

Prove It!

Prove It! provides online assessments to determine your technical skills and behavioral fit for positions. Online Orientation reviews how to request and interpret assessment results. Visit link.novaworks.org/proveit to view orientation and request assessments.

