

# WORKSHOP SCHEDULE – NOVEMBER 2010

45201 Fremont, Blvd., Fremont, CA 94538 / Hours: 8 am – 5 pm / (510) 257-1085

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
8-9a Typing [CM] 9-12p Intro to Computers [CLM] 9-12:30p Literacy <b>Cancelled</b> [UH] 10:30-11:30a WIA Intake [TBD] 11-12p Financial Strategies [TBD] 1-3:30p Healthy Families [BSR] 1-4:30p Transferable Skills [INTL] 1:30-3:30p TAA Orientation [CLM] 2-5p Math I [UH] 2-4p Math II <b>Cancelled</b> [UH] 2-5p Intro to Computers [CM] 2:30-3:30p WIA Intake [TBD]	8-9a Typing [CM] 9-12p Internet Job Search [CM] 9-11a TAA Orientation [CLM] 9-12:30p Literacy <b>Cancelled</b> [UH] 10:30-11:30a WIA Intake [TBD] 11-12p Financial Strategies [TBD] 1-4p Spanish Combo [West Wing] 1-3p Effective Networking [CM] 2-5p Math I <b>Cancelled</b> [UH] 2-4p Math II <b>Cancelled</b> [UH] 2:30-3:30p WIA Intake [TBD] 3-5p Cover Letter [CM]	8-9a Typing [CM] 9-12a Creating a Resume [CM] 9-12:30p Literacy [UH] 10-3p DOR [TBD] 10:30-11:30a WIA Intake [TBD] 11-12p Financial Strategies [TBD] 1:30-3:30p TAA Orientation [CLM] 2-5p Math I [UH] 2-4p Math II [UH] 2:30-3:30p WIA Intake [TBD]	8-9a Typing [CM] 9-12:30 Change Happens [West Wing] 9-12:30p Literacy [UH] 9-11a TAA Orientation [CLM] 9:30-11:30a Distressed Home Owner [UHS] 10:30-11:30a WIA Intake [TBD] 11-12p Financial Strategies [TBD] 1-3p Spanish Combo [West Wing] 2-5p Math I [UH] 2-4p Math II [UH] 3-5p Resume Critique [West Wing] 2:30-3:30p WIA Intake [TBD]	9-1p Small Business [UH]  10:30-11:30a WIA Intake [TBD]
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
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<b>Monday 29</b>	<b>Monday 29 continued...</b>	<b>Tuesday 30</b>	<b>Tuesday 30 continued...</b>	
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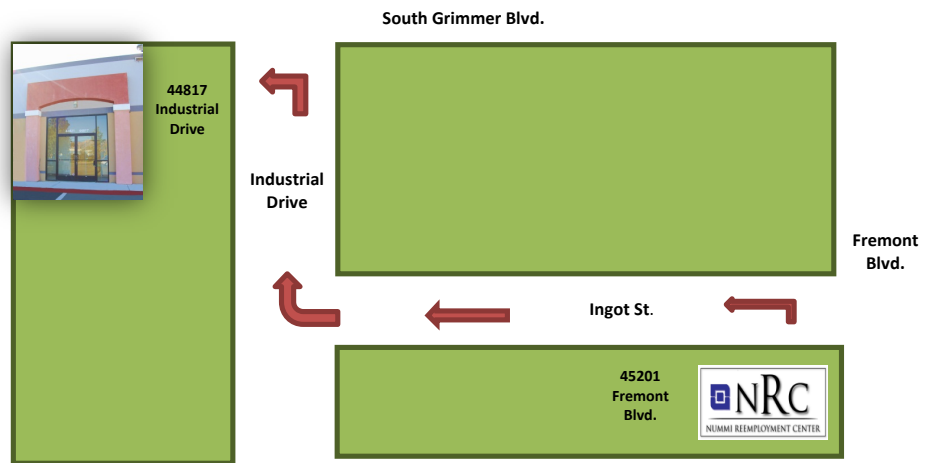
## ADDITIONAL LOCATION FOR WORKSHOPS & ASSESSMENTS! (WEST WING) – 44817 & 44821 Industrial Drive, Fremont, CA 94538 – (510) 270-3880 Ext. 200

### LEGEND

- \* TAA – Trade Adjustment Act
- \* TBD - To Be Determined
- \* UH – Union Hall
- \* UHS – Union Hall (2<sup>nd</sup> Floor Room)
- \* INTL – International Room
- \* WIA – Workforce Investment Act
- \* BSR - Business Services Area
- \* DOR - Department of Rehabilitation
- \* CM – Computer Module
- \* CLM - Classroom Module
- \* (N) – New Workshop
- \* WEST WING - 44817 Industrial Drive

For more information please visit us on the web at:

<http://www.nummiemploymentcenter.com/NRC/>



## NRC WORKSHOP DESCRIPTIONS

### TEAM MEMBER INITIAL STEPS

**WIA Intake Overview** – Listen to an overview and complete an enrollment package for the NRC and Workforce Investment Act (WIA) and take advantage of our services.

**Case Manager Assignment** – Obtain a Case Manager that will guide you through your job search and your new career transition. Ask Reception for more info about dates and times.

**TAA (Trade Adjustment Act) Program Orientation** – Information and Completion of the TAA application package, with an overview of Training Options. Sign up with your Case Manager or call Sylvia at 510-257-1101 for your first appointment with TAA Program and bring the following: a) Eligibility letter (DE8313C), b) Original social security card, c) CalJobs resume, and d) California Driver License.

**Change Happens/Managing Transitions (New)** – This workshop will support your transition from working at NUMMI toward successfully managing your new career path. We will discuss life and personal issues: stress, family, financial and social; associated with adapting to a challenging job environment. Modules include: 1. Change is a part of life, 2. Adapting to change, and 3. Visioning your future.

### RESUME and COVER LETTER CREATION WORKSHOPS

**Transferable Skills (Identifying Transferable Skills plus Resume Overview)** – This workshop will give you a clear understanding of how to identify your skills and create a professional resume highlighting those skills unique to you. Specifically, you must be able to highlight the key skills you used in your last job and how they can be transferred into a new job, (often in another industry). This workshop includes an overview of the critical elements of a professional resume with exercises where participants practice how to list key skills and create Accomplishment Statements. *Pre-requisites: None. This is the recommended first workshop for those starting their Job Search.*

**Creating a Resume** – This hands-on **computer** workshop will teach you how to write a resume in MS Word. *Prerequisite: Intro to Computer, Basic computer skills and Transferable Skills Workshop.*

**Resume Critique** – Is your resume complete and easy-to-read? Have you identified achievements and used keywords? Learn to objectively critique your resume and identify the components of a good resume. *Prerequisite: Have a Completed resume or have attended the Creating a Resume Workshop.*

**Cover Letter** (formerly Professional Letters) – Do you need a cover letter? Do you know how should it be formatted and what should it say? Learn how to write effective cover and thank you letters that will set you apart from the competition. Bring a job announcement for which you would like to apply. *Prerequisite: Introduction to Computers Workshop or Basic Computer Skills.*

### COMPUTER SKILLS WORKSHOPS

**Introduction to Computers** – If you don't know how to use a computer you will quickly be left behind. Learn all the basics in this computer workshop including how to use your email.

**Internet Job Search** – Get up to speed on searching the internet for available positions using the computer. Learn where to search and what to do once you've found a job which matches your skills. *Prerequisite: Intro to Computers Workshop or Basic computer skills.*

**Online Application** – Learn to complete an online application and upload a resume and cover letter using the computer. You can apply for a live job (so bring a job announcement that requires for you to apply online) OR just practice. *Prerequisite: Intro to Computers Workshop, Internet Job Search Workshop.*

**Microsoft Word** – Starting Monday, November 8 to Tuesday Nov. 30, you must be enrolled for the entire thirteen days. *Prerequisite: Introduction to Computers Workshop or Basic Computer Skills.*

**Microsoft Excel** – Starting Monday, November 8 to Tuesday Nov. 30, you must be enrolled for the entire fourteen days. *Prerequisite: Introduction to Computers Workshop or Basic Computer Skills.*

**Typing** – Learn home row, type by individual sound, family words, type by syllable, Shift, Tab, sentences, paragraphs, number rows & characters, addresses. Starting Monday, Nov. 1 thru Nov. 30. This is an open entry workshop if space is available.

### JOB SEARCH AGENDA WORKSHOPS

**Master Application** – Don't be surprised at how difficult it can be to fill out a job application. You will learn what NOT to put on an application and how to compile all the data you may need.

**Interviewing Techniques** – Learn to answer the tough questions and engage your interviewer using the PAR method plus gather information on dealing with negative questions.

**Effective Networking** – 70% of jobs are found through networking and referrals. What does your network look like and how effective are your networking skills online and face-to-face.

### SPANISH WORKSHOPS / TALLERES EN ESPAÑOL

**Spanish Combo** – Series of job search preparation workshops offered in Spanish. You will learn basic computer skills, how to identify your transferable skills, how to create a resume, interview techniques, how to fill out an employment application, how to create and use your email, develop a cover letter and search jobs on the internet. *Pre-requisites: Speak Spanish / Hablar español.*

### ACADEMICS

**Literacy** – This series will deliver explicit reading instruction. There will be five essential components of reading instruction: alphabetic, fluency, vocabulary, comprehension, and writing. This series will also help students with accent reduction. This is a 6 month session that started on September 7.

**Basic Math** – Basic and advanced number operations: Students will work on adding, subtracting, multiplying, and dividing, using whole numbers. Students will be able to practice performing computations with problem-solving skills as well as fraction concepts. Monday, November 15, 2010 – Thursday, January 20, 2011 (Provided by Hayward Adult Education)

**Math I (Pre-Algebra)** – This course prepares students for Algebra and covers Number Sense: add, subtract, multiply and divide rational numbers (integers, fractions and terminating decimals) and take positive rational numbers to whole-number powers; understand the meaning of the absolute value of a number, etc. Algebra and Functions: simplify numerical expressions by applying properties of rational numbers and justify the process used; and represent quantitative relationships graphically and interpret the meaning of a specific part of a graph in the situation represented by the graph. Course covers introduction to geometric concepts. Tuesday, September 7, 2010– Thursday, January 20, 2011(Provided by Hayward Adult Education)

**Math II (Algebra)** – This course covers elementary Algebra according to California Mathematics Standards for Algebra and satisfies (in part) the mathematics requirement for the high school diploma program. Students are introduced to the concepts of variables, single-variable equations, inequalities, and the basic algebraic properties needed to solve problems involving one variable, including addition, subtraction, and multiplication of polynomials, factoring polynomials, and graphing linear equations. Course covers continuation of geometric concepts. Tuesday, September 7, 2010– Thursday, January 20, 2011(Provided by Hayward Adult Education)

**Language Arts** – This course covers comprehensive reading skills through short stories, novels, plays, and poetry. Students will read a variety of selections and will improve their verbal and writing skills through class discussion and writing about the reading selections. Monday, November 15, 2010 – Thursday, January 20, 2011(Provided by Hayward Adult Education)

**Writing** – This course emphasizes paragraph creation and essay writing, while improving students' skills in grammar, vocabulary, and spelling. Some written assignments may be based on various required readings. Monday, November 15, 2010 – Thursday, January 20, 2011(Provided by Hayward Adult Education)

**ELL (N)** – For English Language Learners we are offering English Language Arts and Writing. This is an excellent class that will help you to grasp the English Language. Monday, November 15, 2010 to Thursday, January 20, 2011 (Provided by Hayward Adult Education)

**GED Spanish / GED en Español (N)** – The curriculum will cover 5 subjects needed to pass the GED test: Spanish Writing, Reading, Math, Science, and Social science. Monday, November 15, 2010 – Thursday, January 20, 2011 (Provided by Hayward Adult Education)

### SPECIAL ASSISTANCE

**One-on-One Creating a Resume** – For the educationally disadvantaged without reading and writing skills only!!! Clients will work for one hour with an instructor to create a resume.

### SPECIALTY WORKSHOPS

**Healthy Families** – Learn about health insurance offered through the State of California Healthy Families Program. Get information on eligibility, enrollment and cost.

**DOR** – Department of Rehabilitation, documented disabilities (permanent), collecting SSI disability automatically qualify for DOR.

**Distressed Home Owners** – Financial assistance workshop for laid-off homeowners. Topics include: Assessing Financial Health; Mortgage Assistance (Avoiding Foreclosure Rescue Scams, Obama Administration (New Measures), Short Sales V. Foreclosure); Short Term and Long Term Effects; Determining the Next Step.

**COBRA/HCTC** – As a Pension Benefit Guaranty Corporation (PBGC) Payee or Trade Adjustment Assistance (TAA) recipient, you may qualify for this tax credit program that can pay 80% of your health insurance premium. Once you register, you'll pay only 20% on a monthly basis for your health coverage.

**Financial Strategies** – Independent financial consultants providing personal consultations on a first come first serve basis. Financial topics that will be addressed: Finding the money, Taxes, Loss of Insurance, Protecting your credit score, knowing your investments, and Loan Modification.

**Small Business (New Series)** – Have you ever thought about owning your own business? This 10-session workshop will provide you with valuable knowledge and resources if you are considering owning your own business and not knowing how to start it and where to get help. (*Not an Open Entry Workshop – Fridays, from October 1<sup>st</sup> through December 3<sup>rd</sup> – No session October 8<sup>th</sup>*)

**OJT Orientation** – Learn what OJT (On the Job Training) is all about and how you can use it as an incentive for an employer to hire you! In this competitive job market, anything that can help you get hired is worth exploring. In this orientation, you'll learn how to introduce OJT to employers in your job search, participate in mock interview role play, and ask any questions you have about OJT



# WORKSHOP SCHEDULE – NOVEMBER 2010

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REV. 11/5/2010.