

Placer School for Adults, Placer County Employment Services & Department of
Rehabilitation (DOR) bring you this FREE Get Hired! Workshop series.

March 2017

Monday	Tuesday	Wednesday	Thursday	Friday
All Workshops are held at Placer School for Adults Career Center 1919 Grass Valley HWY, Auburn CA Must Register to attend. Late Arrivals may not be accommodated. Four Easy Ways to Register: Online www.placeronline.org Fax (530)823-1406 Walk-In PSA Office/Career Center Mail Send to PSA		1 6:30-8:00pm Job Search Using Social Media	2 1:00-4:00pm Creating a Resume/Cover Letter 1:00-4:00pm Resume Critiquing	3 9:00-12:00pm Assessment Tools for your Job Search & Goal Setting the SMART Way 10:30-12:30pm Get HIRED! Orientation
6	7 1:00-4:00pm Switching Gears-New Careers 6:30-8:30pm OneNote 2016 Level 2	8 9:00-12:00pm Job Retention	9 9:00-11:00am CalJOBS: Overview 9:00-11:00am Interviewing Strategies 1:00-4:00pm Healthy Eating on a Budget	10 9:00-12:00pm Interviewing Strategies
13	14 1:00-4:00pm First 30 Days on the Job	15 1:00-4:00pm Job Search Using Social Media 1:00-4:00pm Self-Marketing 1:00-3:30pm Intro to Windows 10	16 9:00-12:00pm Mock Interviews 1:00-4:00pm Resume Critiquing 6:00-9:00pm Self-Marketing	17
20 1:00-4:00pm Soft Skills in the Workplace	21 1:00-4:00pm Building Your Portfolio	22 9:00-12:00pm How to Work a Job Fair	23 9:00-11:00am CalJOBS: Background Wizard & Resume Builder	24
27	28 9:00-12:00pm Resume Critique 1:00-4:00 Preparing for Change 6:30-8:30pm The Cloud-Storage & More!	29	30 1:00-3:00pm Interviewing Strategies	31