

# July 2009 WORKSHOPS *Mon-Fri 1-5 pm*

Lomaland One Stop Center 1359 Lomaland El Paso, TX 79935 915-887-2636/915-887-2630 Facilitator: Yoc Yee /Miguel Hernandez

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<p><b>1</b> Reconociendo el estress Red de conexiones</p>	<p><b>2</b> Tips en Curriculum Vitae &amp; Vestimiento</p>	<p><b>3</b> <u>Center Closed</u> <u>Holiday</u></p>
<p><b>6</b> Preparing a budget Career Goals Skills Inventory Time Management</p>	<p><b>7</b> Resume Tools Job Search Methods Self Motivation</p>	<p><b>8</b> Ethics and Prejudice Prepare for interview Interview Follow up Motivational Video</p>	<p><b>9</b> Get ready for work Decision Making Dress for success</p>	<p><b>10</b> Resume writing "Mock Interview"</p>
<p><b>13</b> Metodos de Busqueda de Trabajo Solicitud de Empleo</p>	<p><b>14</b> Actitudes Positivas Identificando Habilidades</p>	<p><b>15</b> Reconociendo el estress Red de conexiones</p>	<p><b>16</b> Tips en Curriculum Vitae &amp; Vestimiento</p>	<p><b>17</b> Preparacion de entrevista Video de entrevista "Entrevista"</p>
<p><b>20</b> Preparing a budget Career Goals Skills Inventory Time Management</p>	<p><b>21</b> Resume Tools Job Search Methods Self Motivation</p>	<p><b>22</b> Ethics and Prejudice Prepare for interview Interview Follow up Motivational Video</p>	<p><b>23</b> Get ready for work Decision Making Dress for success</p>	<p><b>24</b> Resume writing "Mock Interview"</p>
<p><b>27</b> Metodos de Busqueda de Trabajo Solicitud de Empleo</p>	<p><b>28</b> Actitudes Positivas Identificando Habilidades</p>	<p><b>29</b> Reconociendo el estress Red de conexiones</p>	<p><b>30</b> Tips en Curriculum Vitae &amp; Vestimiento</p>	<p><b>31</b> Preparacion de entrevista Video de entrevista "Entrevista"</p>

# July 2009 Orientations

Dyer One Stop Center 9740 Dyer Suite 109-113 El Paso, TX 79935 15-887-2875\* Lupe Robles-Almanzan

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<p><b>1</b>      <u>Resume Writing</u> English 9:00a.m. Spanish 10:00a.m. <u>WIA/ Universal Orientation</u> English- 1:30 p.m. Spanish 3:00 p.m. <u>Job Readiness orientation</u> English 1:00p.m.-5:00p.m. Write Cover and Resume</p>	<p><b>2</b>      <u>UI Orientation</u> English- 8:30 a.m. Spanish- 10:00 a.m. English - 1:30 p.m. Dress for Success English 9:00a.m. Spanish 10:00a.m. <u>Job Readiness orientation</u> English 1:00p.m.-5:00p.m. “Making a Good Impression”</p>	<p><b>3</b></p> <p><b>Closed for 4<sup>th</sup> of JULY</b></p>
<p><b>6</b>      Identifying Skills English 9:00a.m. Spanish 10:00a.m.  <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m. Tips en Administracion de Dinero Y Identificando Habilidades</p>	<p><b>7</b>      <u>UI</u> English 8:30a.m. Spanish 10:00a.m. Work in Texas English 9:00a.m. Spanish 10:00a.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m Herramientas y Metodos de Busqueda</p>	<p><b>8</b>      <u>Resume Writing</u> English 9:00a.m. Spanish 10:00a.m. <u>WIA/ Universal Orientation</u> English- 1:30 p.m. Spanish 3:00 p.m. <u>Preparacion de Trabajo</u> Español 1:00p.m. -5:00p.m. Curiculum y Carta de Presentacion</p>	<p><b>9</b>      <u>UI Orientation</u> English- 8:30 a.m. Spanish- 10:00 a.m. English - 1:30 p.m. Dress for Success English 9:00a.m. Spanish 10:00a.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.5:00p.m “Creando Buenas Impresiones”</p>	<p><b>10</b>      <u>WOA Orientation</u> English - 9:00 a.m. Spanish -10:30 a.m. Interviewing Technics English-9:00 a.m. Spanish- 10:00 a.m. <u>TAA Orientation</u> English-1:30 p.m. Spanish-3:00 p.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m. Practica Entrevista y Vestir</p>
<p><b>13</b>      Identifying Skills English 9:00a.m. Spanish 10:00a.m. <u>Job Readiness Orientation</u> English 1:00p.m.-5:00p.m. “Getting Started” Money Management Tips , Skills Identification and Job Preferences and Interest</p>	<p><b>14</b>      <u>UI</u> English 8:30a.m. Spanish 10:00a.m. Work in Texas English 9:00a.m. Spanish 10:00a.m. <u>Readiness Orientation</u> English 1:00p.m.-5:00p.m. “Your Job is Out There” Job Search Tools &amp; Job Search Methods</p>	<p><b>15</b>      <u>Resume Writing</u> English 9:00a.m. Spanish 10:00a.m. <u>WIA/ Universal Orientation</u> English- 1:30 p.m. Spanish 3:00 p.m. <u>Preparacion de Trabajo</u> English 1:00p.m. -5:00p.m. Write Cover letter, Resume and References.</p>	<p><b>16</b>      <u>UI Orientation</u> English- 8:30 a.m. Spanish- 10:00 a.m. English- 1:30 p.m. Dress for Success English 9:00a.m. Spanish 10:00a.m. <u>Job Readiness orientation</u> English 1:00p.m.-5:00p.m. “Making a Good Impression”</p>	<p><b>17</b>      <u>WOA Orientation</u> English- 9:00 a.m. Spanish -10:30 a.m. Interviewing Technics English-9:00 a.m. Spanish- 10:00 a.m. <u>TAA Orientation</u> English -1:30 p.m. Spanish- 3:00 p.m. <u>Preparacion de Trabajo</u> English1:00p.m. -5:00p.m. Mock Interview How to Succeed at Work</p>
<p><b>20</b>      Identifying Skills English 9:00a.m. Spanish 10:00a.m. <u>Job Readiness Orientation</u> English 1:00p.m.-5:00p.m. “Getting Started” Money Management Tips , Skills Identification and Job Preferences and Interest</p>	<p><b>21</b>      <u>UI</u> English 8:30a.m. Spanish 10:00a.m. Work in Texas English 9:00a.m. Spanish 10:00a.m. <u>Readiness Orientation</u> English 1:00p.m.-5:00p.m. “Your Job is Out There” Job SEArch</p>	<p><b>22</b>      <u>Resume Writing</u> English 9:00a.m. Spanish 10:00a.m. <u>WIA/ Universal Orientation</u> English- 1:30 p.m. Spanish 3:00 p.m. <u>Job Readiness orientation</u> English 1:00p.m.-5:00p.m. Write Cover letter, Resume and</p>	<p><b>23</b>      <u>UI Orientation</u> English- 8:30 a.m. Spanish- 10:00 a.m. English- 1:30 p.m. Dress for Success English 9:00a.m. Spanish 10:00a.m. <u>Job Readiness orientation</u> English 1:00p.m.-5:00p.m. “Making a Good Impression”</p>	<p><b>24</b>      <u>WOA Orientation</u> English- 9:00 a.m. Spanish -10:30 a.m. Interviewing Technics English-9:00 a.m. Spanish- 10:00 a.m. <u>TAA Orientation</u> English -1:30 p.m. Spanish- 3:00 p.m. English1:00p.m. -5:00p.m. Mock Interview How to Succeed at Work</p>
<p><b>27</b>      Identifying Skills English 9:00a.m. Spanish 10:00a.m. <u>Job R eadiness Orientation</u> English 1:00p.m.-5:00p.m. “Getting Started” Money Management</p>	<p><b>28</b>      <u>UI</u> English 8:30a.m. Spanish 10:00a.m. Work in Texas English 9:00a.m. Spanish 10:00a.m. <u>Readiness Orientation Eng 1-5pm</u> “Your Job is Out There” Job Search</p>	<p><b>29</b>      <u>Resume Writing</u> English 9:00a.m. Spanish 10:00a.m. <u>WIA/ Universal Orientation</u> English- 1:30 p.m. Spanish 3:00 p.m. <u>Job Readiness orientation</u> English 1:00p.m.-5:00p.m. Write Cover letter, Resume and</p>	<p><b>30</b>      <u>UI Orientation</u> English- 8:30 a.m. Spanish- 10:00 a.m. English- 1:30 p.m. Dress for Success English 9:00a.m. Spanish 10:00a.m. <u>Job Readiness orientation</u> English 1:00p.m.-5:00p.m. “Making a Good Impression”</p>	<p><b>31</b>      <u>WOA Orientation</u> English- 9:00 a.m. Spanish -10:30 a.m. Interviewing Technics English-9:00 a.m. Spanish- 10:00 a.m. <u>TAA Orientation</u> English -1:30 p.m. Spanish- 3:00 p.m. English1:00p.m. -5:00p.m. Mock Interview How to Succeed at Work</p>

# July 2009 Orientations

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<p><b>1</b>      <u>Resume Writing</u> English 9:00a.m. Spanish 10:00a.m. <u>WIA/ Universal Orientation</u> English- 1:30 p.m. Spanish 3:00 p.m. <u>Job Readiness orientation</u> English 1:00p.m.5:00p.m. Write Cover and Resume</p>	<p><b>2</b>      <u>UI Orientation</u> English- 8:30 a.m. Spanish- 10:00 a.m. English - 1:30 p.m. Dress for Success English 9:00a.m. Spanish 10:00a.m. <u>Job Readiness orientation</u> English 1:00p.m.-5:00p.m. “Making a Good Impression”</p>	<p><b>3</b></p> <p><b>Closed for 4<sup>th</sup> of JULY</b></p>
<p><b>6</b>      Identifying Skills English 9:00a.m. Spanish 10:00a.m.  <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m. Tips en Administracion de Dinero Y Identificando Habilidades</p>	<p><b>7</b>      <u>UI</u> English 8:30a.m. Spanish 10:00a.m. Work in Texas English 9:00a.m. Spanish 10:00a.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m Herramientas y Metodos de Busqueda</p>	<p><b>8</b>      <u>Resume Writing</u> English 9:00a.m. Spanish 10:00a.m. <u>WIA/ Universal Orientation</u> English- 1:30 p.m. Spanish 3:00 p.m. <u>Preparacion de Trabajo</u> Español 1:00p.m. -5:00p.m. Curiculum y Carta de Presentacion</p>	<p><b>9</b>      <u>UI Orientation</u> English- 8:30 a.m. Spanish- 10:00 a.m. English - 1:30 p.m. Dress for Success English 9:00a.m. Spanish 10:00a.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.5:00p.m “Creando Buenas Impresiones”</p>	<p><b>10</b>      <u>WOA Orientation</u> English - 9:00 a.m. Spanish -10:30 a.m. Interviewing Technics English-9:00 a.m. Spanish- 10:00 a.m. <u>TAA Orientation</u> English-1:30 p.m. Spanish-3:00 p.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m. Practica Entrevista y Vestir</p>
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# July 2009 Orientations

Dyer One Stop Center 9740 Dyer Suite 109-113 El Paso, TX 79935 15-887-2875\* Lupe Robles-Almanzan

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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<p><b>6</b>      Identifying Skills English 9:00a.m. Spanish 10:00a.m.  <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m. Tips en Administracion de Dinero Y Identificando Habilidades</p>	<p><b>7</b>      <u>UI</u> English 8:30a.m. Spanish 10:00a.m. Work in Texas English 9:00a.m. Spanish 10:00a.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m Herramientas y Metodos de Busqueda</p>	<p><b>8</b>      <u>Resume Writing</u> English 9:00a.m. Spanish 10:00a.m. <u>WIA/ Universal Orientation</u> English- 1:30 p.m. Spanish 3:00 p.m. <u>Preparacion de Trabajo</u> Español 1:00p.m. -5:00p.m. Curiculum y Carta de Presentacion</p>	<p><b>9</b>      <u>UI Orientation</u> English- 8:30 a.m. Spanish- 10:00 a.m. English - 1:30 p.m. Dress for Success English 9:00a.m. Spanish 10:00a.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.5:00p.m “Creando Buenas Impresiones”</p>	<p><b>10</b>      <u>WOA Orientation</u> English - 9:00 a.m. Spanish -10:30 a.m. Interviewing Technics English-9:00 a.m. Spanish- 10:00 a.m. <u>TAA Orientation</u> English-1:30 p.m. Spanish-3:00 p.m. <u>Preparacion de Trabajo</u> Español 1:00p.m.-5:00p.m. Practica Entrevista y Vestir</p>
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<p><b>1 U.I Orientations</b> English 9:00am - Spanish 2:30</p> <p><b>Resume Writing</b> 3:30 – 4:30</p>	<p><b>2 WOA Orientations</b> Spanish – 9:00 am English – 1:30 pm Job-Search Consulting 2:30pm-4:30pm</p>	<p><b>3</b>  <b>Center Closed</b></p>
<p><b>6 Networking contacts</b> 4:00pm -5:00 pm Identifying Skills &amp; Abilities Job Readiness</p>	<p><b>7 WIA Orientations</b> Spanish- 9:30 am English-10:30 am WIT 1:30pm- 2:30pm</p>	<p><b>8 Dress For Success</b> Motivational Video 9:00am 10:00am Resume Writing 1:30p.m- 3:30pm Job Readiness</p>	<p><b>9 WOA Orientations</b> Spanish – 9:00 am English – 1:30 pm Job-Search Consulting 2:30pm-4:30pm</p>	<p><b>10 U.I. Orientations</b> English 9:00am Spanish 2:30 Interview Preparation "Interview" 3:00pm-4:30pm</p>
<p><b>13 Networking contacts</b> 4:00pm -5:00 pm Identifying Skills &amp; Abilities Job Readiness</p>	<p><b>14 WIA Orientations</b> Spanish- 9:30 am English-10:30 am WIT 1:30pm- 2:30pm</p>	<p><b>15 Dress For Success</b> Motivational Video 9:00am 10:00am Resume Writing 1:30p.m- 3:30pm Job Readiness</p>	<p><b>16 WOA Orientations</b> Spanish – 9:00 am English – 1:30 pm Job-Search Consulting 2:30pm-4:30pm</p>	<p><b>17 U.I. Orientations</b> English 9:00am Spanish 2:30 Interview Preparation "Interview" 3:00pm-4:30pm</p>
<p><b>20 Networking contacts</b> 4:00pm -5:00 pm Identifying Skills &amp; Abilities Job Readiness</p>	<p><b>21 WIA Orientations</b> Spanish- 9:30 am English-10:30 am WIT 1:30pm- 2:30pm</p>	<p><b>22 Dress For Success</b> Motivational Video 9:00am 10:00am Resume Writing 1:30p.m- 3:30pm Job Readiness</p>	<p><b>23 WOA Orientations</b> Spanish – 9:00 am English – 1:30 pm Job-Search Consulting 2:30pm-4:30pm</p>	<p><b>24 U.I. Orientations</b> English 9:00am Spanish 2:30 Interview Preparation "Interview" 3:00pm- 4:30pm</p>
<p><b>27 Networking contacts</b> 4:00pm -5:00 pm Identifying Skills &amp; Abilities Job Readiness</p>	<p><b>28 WIA Orientations</b> Spanish- 9:30 am English-10:30 am WIT 1:30pm- 2:30pm</p>	<p><b>29 Dress For Success</b> Motivational Video 9:00am 10:00am Resume Writing 1:30p.m- 3:30pm Job Readiness</p>	<p><b>30 WOA Orientations</b> Spanish – 9:00 am English – 1:30 pm Job-Search Consulting 2:30pm-4:30pm</p>	<p><b>31 U.I. Orientations</b> English 9:00am Spanish 2:30pm Interview Preparation "Interview" 3:00pm- 4:30pm</p>