

PeninsulaWorks Orientation. Tuesdays and Thursdays at 8:45 AM—10:30 AM

Learn some great tips on how to conduct a successful job search. Find out about the different services and resources that PeninsulaWorks has to offer. *** No registration required. Please arrive early. No late comers will be admitted.**

Drop-In Career Counseling. Tuesdays, Wednesdays and Thursdays at 1:30 PM—3:30 PM

First available time slot starts at 1:30 pm on first come, first served basis.

Get one-on-one feedback on your résumé, interviewing and other job search tips. Sessions are 25 minutes per person. The sign up sheet will be available at the second floor reception at **1:15 pm**. Sign up is first come, first served.



ATTENTION

This office will be closed Monday, February 20th in observance of President's Day.



Introduction to Google Docs



FEBRUARY SPECIAL. MONDAY, FEBRUARY 6th AND WEDNESDAY, FEBRUARY 22nd. The technology of instantaneous information gathering and data sharing has marked a milestone for the 21st Century. With that in mind, it is important for job seekers to realize the potential of this new technology and how utilize it. Often time, it is expected of job seekers to be familiarized with instant data transfer technologies. This month's special will introduce our clients to Google Docs, which utilizes Cloud computing technology to allow different users from different places to simultaneously collaborate on spreadsheets, presentations and documents.

See page 2 for more details.

Job Seekers Aged 55 and Over

Peninsula Family Service Orientation

By Diane Young, Older Worker Specialist

Wednesdays February 8th and 22nd from 9:00 AM—11:00 AM

Peninsula Family Service offers paid internships for qualifying people 55 years and older, one-on-one job match up and job development all at no cost. **** Registration Required please call or register at 2nd floor front desk ****



Peninsula
Family Service

ACCELERATED LEARNING PROGRAM FOR HIGHER ACCOMPLISHMENTS (ALPHA):

Wednesdays February 1st, 15th and 29th from 9:00 AM—11:00 AM

It's time to find the right job for you! Apply the advices you have learned from our orientation workshop to further your job development. Take your own employment inventory, review job search strategies, and keep a positive attitude while looking for work. All at no cost to you.

*** Prerequisite: Completion of Job Seekers Age 55 and Older Orientation Workshop which are held every 2nd and 4th Wednesdays of the month from 9:00 AM—11:00 AM.**



Jobs for Youth

Are you between 14—21 years old? Looking for a job? Start your job search now! To schedule an appointment, call Ruby Tomas at (650) 301—8492 or Jade Ramos at (650) 301-8434.

For San Mateo County residents only!!!

Toastmasters

How Toastmasters Can Help You Get the Job

Friday February 10th at 11:00 AM —12:00 PM

This one hour seminar will teach you about the Toastmasters program and how it can help you make a great impression on your next interview. There is no cost for guests to attend. If you want to join and participate more actively there is a membership fee; learn more by attending the next meeting.

Toastmasters Workshops

Fridays February 3rd, 10th, 17th & 24th at 12:10 PM—1:10 PM

*** No registration required.**



INTRODUCTION TO GOOGLE DOCS

FEBRUARY SPECIAL

**MONDAY, FEBRUARY 6th, 1:30 PM—2:30 PM OR
WEDNESDAY, FEBRUARY 22nd, 2:45 PM—3:45 PM**

Prerequisite: Completion of Introduction to Computers I & II or basic knowledge of computers; and Completion of Microsoft Word I or basic knowledge of word processors; and Completion of Introduction to the Internet or basic knowledge of website navigation and familiarity with the internet. **It is important to have all prerequisites met prior to signing up.**

The class will provide you with an overview on how to create and share documents on the internet using Google Docs. Having Google Docs, you can create word documents, spreadsheets, and presentations over a network which allows for real time collaboration among authorized users using Cloud computing technology. Google Docs will allow you to maximize the efficiency and portability of your everyday workload.



You may sign up for **ONLY ONE SESSION** since classroom lecture and computer lab practices are the same and there is limited space available.

Registration required. Sign up at least 2 days in advanced at the **second floor lobby workshop binder or call (650) 301-8484.**

February's Computer Classes

1st 13th	Wed. Mon.	2:45-3:45 1:30-2:30	Introduction to Computers II
1st 15th	Wed. Wed.	1:30-2:30 2:45-3:45	Introduction to Microsoft Word I
6th 22nd	Mon. Wed.	1:30-2:30 2:45-3:45	Special—Introduction to Google Docs
6th 27th	Mon. Mon.	2:45-3:45 1:30-2:30	Introduction to Computers I
8th	Wed.	1:30-2:30	Create Your Own Business Cards
8th 22nd	Wed. Wed.	2:45-3:45 1:30-2:30	Manage Your Job Search Using Excel Spreadsheets
13th	Mon.	2:45-3:45	Introduction to Internet
15th	Wed.	1:30-2:30	Introduction to E-mail
27th	Mon.	2:45-3:45	Introduction to Microsoft Word II
29th	Wed.	1:30-2:30	Ready Made Résumé & Cover Letters
29th	Wed.	2:45-3:45	LinkedIn

February's Career Development Seminars

1st	Wed.	9:10-12:00	Myers Briggs Inventory—Part I
2nd	Thurs.	8:50-12:00	Résumés for Today's World
6th	Mon.	8:50-12:00	The Three P's of Interviewing
7th	Tues.	8:50-12:00	Incorporating Volunteer Activities Into Your Job Search
8th	Wed.	9:10-12:00	Myers Briggs Inventory—Part II
9th	Thurs.	8:50-12:00	Cost Effective Methods of Obtaining Basic Tech Software
13th	Mon.	8:50-12:00	Secrets of Navigating Employer Websites
14th	Tues.	8:50-12:00	The Reality About Consumer Awareness
15th	Wed.	9:10-12:00	Keirsey Temperament
16th	Thurs.	8:50-12:00	Career Secrets of daVinci
21st	Tues.	8:50-12:00	Finding the Ideal Manager
22nd	Wed.	9:10-12:00	Professional Résumé Critiques and Cover Letter Clinic
27th	Mon.	8:50-12:00	Mastering Stress Interviews
29th	Wed.	9:10-12:00	Managing your Career in the Social Networking Era

See page 3 & 4 for detailed descriptions of classes.

Computer Classes

“Computer Class Registration Required”

*** Registration required, sign-up at least 2 days in advance at the second floor lobby computer class binder or call (650) 301-8484**

Introduction to Computers II

Wednesday, February 1st, 2:45 pm—3:45 pm OR

Monday, February 13th, 1:30 pm—2:30 pm

Required: Completion of Introduction to Computers I or equivalent experience.

This class is the next step in computer concepts. You will learn more advance features of modern computers such as the different drives, the filing architecture of the Windows Operating Systems, the address bar, the menu bar of a window, the view options and explore different features Windows has to offer.

Introduction to Microsoft Word I

Wednesday, February 1st, 1:30 pm—2:30 pm OR

Wednesday, February 15th, 2:45 pm—3:45 pm

Required: Completion of Introduction to Computers I & II or basic knowledge of computers.

Recommended: Bring your own flash drive if you want to save your work.

This is a hands-on class introducing beginners to Microsoft Word. You will learn how to create, save and print documents; format dates; and use the copy, cut, and paste functions.

Introduction to Computers I

Monday, February 6th, 2:45 pm—3:45 pm OR

Monday, February 27th, 1:30 pm—2:30 pm

Recommended: Bring your own flash drive if you want to save your work.

This is a hands-on class to learn the very basic computer concepts with little to no computer experience. You will learn to operate computers by utilizing mouse functions, adjusting the window sizes, creating folders and saving documents.

Create Your Own Business Cards

Wednesday, February 8th, 1:30 pm—2:30 pm

Required: Completion of Introduction to Microsoft Word & Introduction to the internet or have basic knowledge of internet.

Recommended: Bring your own flash drive if you want to save your work.

This is a hands-on class showing you how to create your own business cards by using different templates, how to insert pictures/clips arts and how to manipulate text in Microsoft Word. You will also learn how to order professional cards on-line.

Manage Your Job Search Using Excel Spreadsheets

Wednesday, February 8th, 2:45 pm—3:45 pm OR

Wednesday, February 22nd, 1:30 pm—2:30 pm

Required: Completion of Introduction to Computers I & II; or have basic knowledge of computers.

This is a hands-on class to help utilize on-line career encyclopedia. You will learn how to transfer your work experience information in a word document, how to format your résumé, how to upload your résumé to the internet in seconds and how to use different formatting techniques. You will also learn about LinkedIn, the future of how employers will screen you.

Introduction to Internet

Monday, February 13th, 2:45 pm—3:45 pm

Required: Completion of Introduction to Computers I & II or basic knowledge of computers.

This class will introduce the basic internet functions. You will learn what an Internet address is, what domains such as .com, .org, .gov are, how to navigate the Internet and discover search engines such as Google, along with other common Internet features.

Introduction to E-mail

Wednesday, February 15th, 1:30 pm—2:30 pm

Required: Completion of Introduction to Computers I & II; or Introduction to Microsoft Word & Introduction to the Internet & Web-based Job Search; or have basic knowledge of computers, Microsoft Word & Internet. An established e-mail account and your résumé in electronic format on a flash drive.

This is a hands-on class designed to provide an introductory overview of e-mail and features provided by the major e-mail websites.

Introduction to Microsoft Word II

Monday, February 27th, 2:45 pm—3:45 pm

Required: Completion of Microsoft Word I and/or basic knowledge of computers.

Recommended: Bring your own flash drive if you want to save your work.

This class is a continuation of Microsoft Word. You will learn more advanced features of Word such as mail merge, creating tables, and adding headers & footers. You will learn how to create your own business cards using templates, inserting pictures/clip arts and manipulating text. You will also get information on how to order professional cards online.

Ready Made Résumé & Cover Letters

Wednesday, February 29th, 1:30 pm— 2:30 pm

Required: Completion of Introduction to Computers I & II; or Introduction to Microsoft Word & Introduction to the Internet & Web-based Job Search; or have basic knowledge of computers, Microsoft & Internet. An established e-mail account and bring your own flash drive if you want to save your work.

Your résumé and cover letter only have a few seconds to make a great impression. As a customer of PeninsulaWorks, learn how to access an online résumé builder with quick, easy to use instructions on customizing a résumé and cover letter that will get you noticed and get you the job interview. Created by Susan Ireland, author of “The Complete Idiot’s Guide to the Perfect Résumé.”

LinkedIn

Wednesday, February 29th, 2:45 pm—3:45 pm

Required: Must have an active and frequently used e-mail account, be knowledgeable with website navigation and familiarity with internet social networking protocols and are capable of uploading files to the internet.

This class will provide you with an introductory overview on how to create and maintain a LinkedIn Account. Once established in LinkedIn, you will be able to set up your profile, reconnect with your past and present colleagues, power your career, get answers from industry leaders and experts and discover inside connections for new business and career opportunities.



Career Development Seminars

"Late comers may not be accommodated"

* Registration required, sign-up at least 2 days in advance at the second floor lobby workshop binder or call (650) 301-8484

Myers Briggs Inventory—Part I

Wednesday, February 1st, 9:10 am—12:00 pm

Speakers: Hal Kataoka and Lawrence Tsai

Prerequisite: This is a two-part seminar and everyone is required to attend both sessions.

"The meeting of two personalities is like the contact of two chemical substances: if there is any reaction, both are transformed" — Carl Jung

If You have ever wondered how employers and others in your life may perceive you, come to this fascinating career seminar and you will discover what your true persona is.

Résumés for Today's World

Thursday, February 2nd, 8:50 am—12:00 pm

Speaker: Hal Kataoka

Craft a professional résumé that illustrates what you're truly capable of and what you have accomplished in the past so that recruiters will call you. To gain the highest visibility, we'll disclose common mistakes that most writers take for granted. Identify your target employers and get ready for the ultimate résumé challenge.

The Three P's of Interviewing — Possibilities, Passion and Persistence

Monday, February 6th, 8:50 am—12:00 pm

Speaker: Diana Lee

Guest Speaker: John Kusaba

"The greatest waste in the world is the difference between what we are and what could have been." — Ben Herberster.

Before you ace any interview in the world, you have to demonstrate that you have tackled numerous challenges by using passion, persistence and the gift of intuition to foresee other possibilities.

Incorporating Volunteer Activities Into Your Job Search

Tuesday, February 7th, 8:50 am—12:00 am

Speaker: Hal Kataoka

Guest Speaker: Jamal Hamadeh

This workshop will walk you through several steps to:

- ⇒ Find and obtain volunteer opportunities that will brand you as a professional that people will admire;
- ⇒ Identify past volunteer activities to document them in your résumé and interview;
- ⇒ Extract job skills and talents from challenging volunteer positions; and
- ⇒ Learn to appreciate the priceless importance of giving back.

Myers Briggs—Part II

Wednesday, February 8th, 9:10 am—12:00 am

Speakers: Hal Kataoka and Lawrence Tsai

Prerequisite: This is a part two of a two-part seminar; must have attended Myers Briggs—Part I

If You have ever wondered how employers and others in your life may perceive you, come to this fascinating career seminar and you will discover what your true persona is.

Cost Effective Methods of Obtaining Basic Tech Software

Thursday, February 9th, 8:50 am—12:00 pm

Speaker: Ed Zheng

In today's advance technological world, administrative software such as Microsoft Office and Adobe Acrobat can be quite expensive. In this seminar, you will explore a variety of different alternatives to these software that will empower you with the same basic functions and uses.

Secrets of Navigating Employer Websites

Monday, February 13th, 8:50 am—12:00 pm

Speakers: Lawrence Tsai, Ed Zheng and Connie Paniagua

Forget conventional methods of job hunting! In today's tumultuous economy, job seekers have to be highly savvy to research prospective employers' websites, management projects and their targeted customer base to find their hidden jobs. By the time you complete the seminar, you'll have crucial knowledge that will help you to stand out from the crowd.

The Reality About Consumer Awareness

Tuesday, February 14th, 8:50 am—12:00 pm

Speaker: Hal Kataoka

Guest Speaker: Chuck Finney, Deputy D.A.

A myriad of consumers are unaware that their lifestyles may be impacted by:

- ⇒ Pyramid schemes and chain recruitment ploys
- ⇒ Deceptive marketing tactics on the web
- ⇒ Getting caught in a hail storm of identity theft

If you're worried about protecting your assets and personal information, come to this seminar to upgrade your education and awareness.

Keirsey Temperament

Wednesday, February 15th, 9:10 am—12:00 am

Speakers: Hal Kataoka and Kathleen Gamba

Prerequisite: Anyone who aspires to take this class must have completed the Myers Briggs seminar on January 1st and 8th.

Our character is developed through our life; however, our temperament is innate. This is considered to be a form of the advanced Myers Briggs.

Career Secrets of Leonardo daVinci

Thursday, February 16th, 8:50 am—12:00 pm

Speakers: Hal Kataoka and Yuen Lam

Guest Speaker: Jamal Hamadeh

Leonardo was the father of botany, engineering, aeronautics and modern science. He created a flawless career system that we can all try to model. His 7 principles helped shape the very era of technology we have benefited from. This seminar will help you uncover some of the hidden skill sets and natural abilities you were unaware of.

Finding The Ideal Manager

Tuesday, February 21st, 8:50 am—12:00 pm

Speakers: Elsa Acevedo and Louise Hiramatsu

Guest Speaker: John Kusaba

Sometimes finding the ideal manager is a matter of serendipity (blind luck). If you're fortunate, you might have an ideal manager once or twice in your life who is truly committed to helping you progress so that you can fulfill your own career dreams. Through this seminar, you will discover proven ways to find an ideal manager by following 6 simple rules.

Professional Résumé Critiques and Cover Letter Clinic

Wednesday, February 22nd, 9:10 am—12:00 am

Speaker: Hal Kataoka

Bring in your résumé to have it professionally critiqued. By utilizing a formal résumé critique checklist, you may discover some missing essential elements such as prolific accomplishments, Kaizen (continuous improvement), advanced computer skills, selling points, industry relevance, keywords and experience with change management. We will have in-class exercises to learn the process of writing basic and advance Cover Letters.

You're on Stage—Mastering Stress Interviews

Monday, February 27th, 8:50 am—12:00 pm

Speakers: Hal Kataoka, Yuen Lam and Lawrence Tsai

We're all on stage depending on how you perceive it because CA is an at-will state. Mastering this process will help you to prepare for any arduous interviews you may encounter. Each person will have the chance to experience the opportunity to go through a panel stress interview if they so desire.

Managing Your Career in the Social Networking Era

Wednesday, February 29th, 9:10 am—12:00 am

Speaker: Hal Kataoka

Guest Speaker: Craig Olofson

This workshop will show you how to:

- ⇒ Review the social networking landscape to get hired;
- ⇒ Determine how it can enhance your career;
- ⇒ Learn the pros and cons of the genre; and
- ⇒ Develop strategies for leveraging this phenomenal tool.