

GLOSSARY FOR BRIDGING TO SUCCESS CALENDARS, WORKSHOPS & SERVICES PROVIDED BY DESS AND ITS PARTNERS

Career Exploration: Woodland Community College presents a 3-day workshop that provides interests, personality, work values and job skills assessments. Starting August 4th the class will be four days. These assessments aid the individual to conduct and arrive at a personalized career path, which includes Immediate, Short Term, and Long Term career goals. A fee may be charged students who are ineligible for the BOGG (Board of Governor's Fee Waiver).

CalJOBS: The Employment Development Dept. (EDD) presents a 2-day workshop that covers Internet Job Search, entering a CalJobs resume, and Labor Market Information, along with Exploring and Navigating the Hidden Job Market.

CB (Culturally Bridging) Workshop: DESS presents this 12-day workshop that provides career exploration assessments in personality, values, interests, and job skills to identify job goals. It also covers applications, resumes, and interviewing assistance for limited English speakers only.

Computer Familiarization: ROP also presents a two-half day workshop that instructs new users on the basics of computer operation, Microsoft Word, and the Internet.

Employment Center: Continuously throughout each month, DESS operates the EC, open 8am-5pm daily, Monday to Friday. Trained staff assist clients in job search, use of phones and computers, and make available internet web sites, job leads, published want ads in newspapers and other sources, copy and fax machines, and job development services.

Applications: DESS offers a one-day workshop with "Do's and Don'ts" tips for what goes into an application, as well as how to select appropriate references.

Resumes: DESS' one-day workshop in resumes presents three different styles of professional resumes current today, and then staff assist clients in choosing one style that best matches his/her background to create a personalized resume.

Interviewing: DESS' one-day workshop offers practice in selecting and describing individual client job skills; developing answers to typical interview questions; and then practice in mock interviews in panel groups.

Goal Assessment: DESS' Open Lab workshop for working clients who want to explore their interests, personality, and job skills to determine appropriate career goals using a Eureka software program. Also, clients will use the Eureka occupation profiles to research the best career match for their needs. Participants may choose to use our computers or learn how to access the software program on their own computer at home. Facilitators will be present to guide and assist clients.

How to Create an Email Account: This DESS' workshop instructs clients in how to set up their own free email account and how to create attachments to send to employers, such as cover letters, resumes, or a list of reference