



# Up Up and AWAY!!!!



A Job Development Program  
Ohlone College  
CalWORKs Program  
Shawna Luce  
CalWORKs Program Coordinator



# **CalWORKs Mission Statement** *(from the Chancellor's Office)*

**We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment to their educational goals and successfully transition into the workforce.**

# Criteria for Job Development Programs

- Providing career education and job seeking/ job retention skills... through special workshops or classes
- Working with the county welfare department, EDD, One-Stop-Career Centers and other community resources to prepare CalWORKs students for future employment
- Developing student's "soft skills"



# Phase I

## Getting to know yourself!!!



**“True Colors”**  
**Follow up workshops**  
**With my personality type....**  
**What career will I be successful in?**

**Sandy Bennett**  
**Facilitator**



# Phase 2

## Putting myself on paper...

**Personal Statement  
Workshops  
Mzao Waters  
Facilitator**





# Phase 3

## Preparing for the interview

- Dressing for Success
- Learning a second language
  - Keep it in your brain!
- Resume Writing Workshops
- Interviewing Workshops



# Portfolios

- **Letters of recommendation**
- **Any certificates earned**
- **Resume**
- **Ten contact cards**
- **Will be issued at the end of the semester**

Workshops will be held on  
Tuesday's in HH120

4:00 – 5:00

repeated on Friday's in HH117

1:00 – 2:00