

February 2021 Online Career Resource Center Workshops



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21st Century Skills?

Each month, NOCE will host a workshop focused on a 21st century career readiness and workplace success skill.

21st century workshop topic for the month of February

Collaboration

All workshops will be held online through Zoom.

Students who register for any workshops will receive an e-mail with Zoom meeting instructions.

RSVP online at: noce.edu/workshops

Critical Thinking

Collaboration

Managing Information

Communication

Technology

Personal Growth and Well-Being

Date and Time	Workshop Title and Description
<input type="checkbox"/> Tuesday 2/2/2021 5 p.m. – 5:30 p.m.	Canvas 103 Learn how to save a Microsoft Word document to your USB Drive.
<input type="checkbox"/> Wednesday 2/3/2021 12 p.m. – 1 p.m.	New CTE Student Welcome Workshop Learn about available NOCE resources that will help you succeed in your courses.
<input type="checkbox"/> Thursday 2/4/2021 5 p.m. – 5:30 p.m.	Zoom 102 for Students: Boot Camp Series Learn how to share your screen, use the chat box, and mute our microphone.
<input type="checkbox"/> Wednesday 2/10/2021 5 p.m. – 6 p.m.	21st Century Skills: Collaboration Learn how to collaborate and to resolve conflicts in the workplace.
<input type="checkbox"/> Thursday 2/11/2021 5 p.m. – 5:30 p.m.	Zoom 103 for Students: Boot Camp Series Learn how to add a background scene and a profile picture to your Zoom account.
<input type="checkbox"/> Tuesday 2/16/2021 5 p.m. – 6 p.m.	Resume 101: Boot Camp Series Learn how to use Career Coach as a tool for developing your resume.
<input type="checkbox"/> Thursday 2/18/2021 5 p.m. – 6 p.m.	Cover Letter Basics Learn what is a cover letter and receive tips and tools for writing a professional cover letter.
<input type="checkbox"/> Tuesday 2/23/2021 5 p.m. – 6 p.m.	Rock Your Interview: Boot Camp Series Learn what to expect, how to prepare, and what the interviewer expects from you in a job interview.
<input type="checkbox"/> Wednesday 2/24/2021 5 p.m. – 6 p.m.	LinkedIn 101: The Benefits of Using LinkedIn Workshop Series Learn why every college student needs a LinkedIn account and the benefits of using LinkedIn.
<input type="checkbox"/> Thursday 2/25/2021 5 p.m. – 6 p.m.	Understand Yourself and Others Better Learn your strengths and interests by taking the Keirsey Personality Assessment.

These workshops are designed to give students an opportunity to develop professional relationships, new ideas, improve skills, as well as provide current and relevant job market information to those looking for employment.

Why LinkedIn?

- It is the most widely used professional social media platform in the world
- Employers find you!
- Connect with experts in your field

Take advantage of the LinkedIn Boot Camp Series to learn how to make it work for you.

Career Resource Center

Online Spring Semester Center Hours:

Monday – Thursday

10 a.m. – 7 p.m.

Closed on Fridays

Your Center For:

Career Exploration

Resume and Cover Letter Building

LinkedIn

Interview Preparation

Job Searching

Online Job Applications

Soft Skills Workshops



Contact the Career Resource Center for more information at:

E-mail: careerhelp@noce.edu

Phone: 714.808.4717



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533 Airport Blvd., Suite 200, Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.