

TANF Youth Employment Program

Monday - June 22, 2015

Time	Location	Presenter	Topic
8:00 am - 9:30 am	TANF Computer Lab	Josie Pantaleon	Orientation, Policies, Procedures, & Time Sheets
9:30 am - 9:45 am			BREAK
9:45 am - 11:00 am	TANF Computer Lab	Alex Bleza	First Impressions and Conversation Skills
11:00 am -12:00 pm	INDIO		LUNCH
12:00 pm -2:45 pm	WIN Center	WIN Center Max Ochoa	WIN Center: what is offered, how to apply in the future, list of training schools, & Phone Etiquette
2:45 pm - 3:15 pm			BREAK
3:15 pm - 5:00 pm	Education/Library Center	WIN Center Max Ochoa	<i>Ways to Shine as an Employee, Professional Communication</i>

Thursday July 2, 2015

Time	Location	Presenter	Topic
8:00am - 9:00am	TANF Computer Lab	Alex Bleza	Résumé Professional Letters of Recommendation, Job Search, LinkedIn not Facebook!
9:00am - 9:15am			BREAK
9:15 am - 10:30 am	Education/Library Center	Mr. Moreno-Rivera	Résumé formats: student, academic, professional (extracurricular involvement for college admission) Students do list of activities
10:30 am -12:15 pm		Elka Medina	Student List of Activities for Résumé
12:15am - 1:15pm			LUNCH
1:15pm - 3:45 pm	Education/Library Center	Mr. Ortiz	Exploring Careers/Career Choices:
3:45 pm - 4:00 pm			BREAK
4:00 pm - 5:00 pm	Education/Library Center	Mr. Rios	Interest/Career Inventory

Thursday - July 9, 2015

Time	Location	Presenter	Topic
8:00am - 10:00am	TANF Computer Lab	Alex Bleza	Ethics in the Workplace: Behavior, Integrity, Accountability, Teamwork
10:00am - 10:15am			BREAK
10:15am - 12:15pm	Education/Library Center	Mr. Rios	Thinking About College: Benefits of a college/technical school education.
12:15am - 1:15pm			LUNCH
1:15pm - 3:15 pm	Education/Library Center	Mr. Moreno-Rivera	Fund Your Future (Magazine) FAFSA & Scholarships
3:15 pm - 3:30 pm			BREAK
3:30 pm - 5:00 pm	Education/Library Center	Elka Medina	Higher Education Choices: Community College, CSU, UC, Private, & Technical Schools

Schedules Are Subject To Change

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Thursday July 16, 2015

Time	Location	Presenter	Topic
8:00am - 9:00am	Education/Library Center	Mr. Moreno-Rivera	Budgeting 101 Have students develop budget form
9:00am - 9:15am			BREAK
9:15am - 12:15pm	Education/Library Center	ALTURA	How to set up a bank account, Difference between Savings and Checking Account, Student Accounts.
12:15am - 1:15pm			LUNCH
1:15pm - 3:45 pm	Education/Library Center	Mr. Rios	Understanding Credit Score: Why Credit is important and essential.
3:45 pm - 4:00 pm			BREAK
4:00 pm - 5:00 pm	Education/Library Center	Mr. Ortiz	Financial Literature

Thursday - July 24, 2015

Time	Location	Presenter	Topic
8:00am - 5:00pm	OFF-SITE	Connie Golds	Professional Attire

Thursday July 30, 2015

Time	Location	Presenter	Topic
8:00am - 11:30am	Education/Library Center	Josie Pantaleon NLRSP	Videotaping Mock Interviews (Students will receive feedback and evaluation).
11:30am - 11:45am			BREAK
11:45am - 1:15pm	Education/Library Center	Mr. Moreno-Rivera	How Native Americans Are Portrayed in Films/ Native Americans in the Film Industry
1:15am - 2:15pm			LUNCH
2:15pm - 3:45 pm	Education/Library Center	Mr. Ortiz	Filmmaking used to Share Your Own Story
3:45 pm - 4:00 pm			BREAK
4:00 pm - 5:00 pm	Education/Library Center	Mr. Rios	Film as a Tool to Create Change/Social Movements

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