



Workforce Development

America's **Job** Center
of CaliforniaSM

Due Date:

TRAINING EXPLORATION PACKET



Career Advisor:

Thank you for your interest in the Workforce Innovation and Opportunity Act (WIOA). This packet is designed to guide you through the first steps in exploring your training and career goals.

What's Inside

- Learn how to research employment opportunities in your desired field
- Find WIOA-approved schools and training programs through CalJOBS
- Access online resources to support your career and training exploration

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JOB MARKET RESEARCH

List up to two (2) job titles or occupations:

#1 Job Title/Occupation Preference

#2 Job Title/Occupation Preference

Now that you have decided on the careers that you would like to work in, it's time to see what the job market is like in those occupations. Research 3 current job leads for each job/occupation listed above.

Research Job Leads:



Online Job Boards: Websites like Career Navigator, CalJOBS, Indeed, LinkedIn, Onet Online, and Glassdoor are excellent for finding current job openings. You can filter by location, industry, and job title to find relevant leads.



Company Websites: Visit the career pages of companies you're interested in. Many organizations post job openings directly on their websites.



Networking: Leverage your professional network. Reach out to contacts in your industry for potential job leads. Attend industry events, webinars, and join professional groups on social media platforms.



Recruitment Agencies: Consider registering with recruitment agencies that specialize in your field. They often have access to exclusive job listings and can match you with suitable positions.



University Career Services: If you're a recent graduate, utilize your university's career services. They often have job boards and can provide guidance on job searching.



Local Job Fairs: Attend job fairs in your area, particularly those hosted by local America's Job Center of California (AJCC). These events provide opportunities to meet with multiple employers in one place and learn about various job openings.

By using these methods, you can gather a comprehensive list of current job leads for the job titles or occupations you are interested in. Good luck with your job search! If you need more specific advice or resources, feel free to ask your Career Coach.

Next Steps

Complete the form on the next two pages for each job lead that you find. (You should have a total of six (6) job leads when this activity is completed)

JOB MARKET RESEARCH

#1 Job Title/Occupation Preference

JOB LEAD #1

Date Researched and Source:	
Name of Business:	
Location (city/state):	
Salary:	
Experience Required:	
Education/Training Required:	
Background Check Required:	
Benefits offered:	

JOB LEAD #2

Date Researched and Source:	
Name of Business:	
Location (city/state):	
Salary:	
Experience Required:	
Education/Training Required:	
Background Check Required:	
Benefits offered:	

JOB LEAD #3

Date Researched and Source:	
Name of Business:	
Location (city/state):	
Salary:	
Experience Required:	
Education/Training Required:	
Background Check Required:	
Benefits offered:	

JOB MARKET RESEARCH

#2 Job Title/Occupation Preference

JOB LEAD #1

Date Researched and Source:	
Name of Business:	
Location (city/state):	
Salary:	
Experience Required:	
Education/Training Required:	
Background Check Required:	
Benefits offered:	

JOB LEAD #2

Date Researched and Source:	
Name of Business:	
Location (city/state):	
Salary:	
Experience Required:	
Education/Training Required:	
Background Check Required:	
Benefits offered:	

JOB LEAD #3

Date Researched and Source:	
Name of Business:	
Location (city/state):	
Salary:	
Experience Required:	
Education/Training Required:	
Background Check Required:	
Benefits offered:	

CALJOBS ELIGIBLE TRAINING PROVIDER LIST



Find training providers that are WIOA approved. Choose 2 to 3 training providers to visit and then, discuss with your advisor. Things to consider when researching training providers:

- Class schedule – What days and times are classes held? Will they fit into your current routine?
- Location – Is the training site easy for you to get to?
- Cost – What's the tuition, and are there any additional expenses not included?
- Job support – Does the provider offer help with job placement? What are their success rates?
- Employer connections – Which companies does the provider partner with for hiring?

Instructions

1 Visit www.caljobs.ca.gov

2 On the CalJOBS landing page, scroll half way down the page to the right and look for the "Training Providers" section. Then click on the 2nd link (shown below) to continue.

[Visit the Eligible Training Provider List page for more information and to contact your coordinator.](#)

3 Click **ETPL Approved Programs**.



4 Click on "+Filter Criteria", which opens a new window page, to enter your search criteria and click Enter.

To Search by Program, Provider, City, State, or ZIP Code, select "Show Filter Criteria"
[Filter Criteria](#)

Enter your criteria in the fields below and press 'Filter' to refine the ETPL Programs list results

Program:	<input type="text"/>	City:	<input type="text"/>
[Program Keyword Search Options]		State:	<input type="text" value="None Selected"/>
Provider:	<input type="text"/>	ZIP Code:	<input type="text"/>
[Provider Keyword Search Options]			

5 Scroll down to view the ETPL Programs, click on any of the **Program** links to view program details.

Next Steps

Visit the training provider locations and complete the Training Provider Research Form on the next 2 pages and schedule a meeting with your career advisor.

TRAINING PROVIDER RESEARCH

#1 Job Title/Occupation Preference

SCHOOL/TRAINING PROGRAM #1

Date Researched	
Name of School/Training	
Location (city/state)	
Program Name	
Length of Training/Hours of Instruction	
Prerequisites Needed	
Certificate/License you will Obtain	
Cost of Training	
Financial Aid Availability (check all that apply)	<input type="checkbox"/> PELL <input type="checkbox"/> BOG <input type="checkbox"/> Loan <input type="checkbox"/> Other
Job Placement Assistance/Statistics	
Notes	

SCHOOL/TRAINING PROGRAM #2

Date Researched	
Name of School/Training	
Location (city/state)	
Program Name	
Length of Training/Hours of Instruction	
Prerequisites Needed	
Certificate/License you will Obtain	
Cost of Training	
Financial Aid Availability (check all that apply)	<input type="checkbox"/> PELL <input type="checkbox"/> BOG <input type="checkbox"/> Loan <input type="checkbox"/> Other
Job Placement Assistance/Statistics	
Notes	

TRAINING PROVIDER RESEARCH

#2 Job Title/Occupation Preference

SCHOOL/TRAINING PROGRAM #1

Date Researched	
Name of School/Training	
Location (city/state)	
Program Name	
Length of Training/Hours of Instruction	
Prerequisites Needed	
Certificate/License you will Obtain	
Cost of Training	
Financial Aid Availability (check all that apply)	<input type="checkbox"/> PELL <input type="checkbox"/> BOG <input type="checkbox"/> Loan <input type="checkbox"/> Other
Job Placement Assistance/Statistics	
Notes	

SCHOOL/TRAINING PROGRAM #2

Date Researched	
Name of School/Training	
Location (city/state)	
Program Name	
Length of Training/Hours of Instruction	
Prerequisites Needed	
Certificate/License you will Obtain	
Cost of Training	
Financial Aid Availability (check all that apply)	<input type="checkbox"/> PELL <input type="checkbox"/> BOG <input type="checkbox"/> Loan <input type="checkbox"/> Other
Job Placement Assistance/Statistics	
Notes	

USEFUL WEBSITES

Some websites that you may find useful during the completion of the Training Exploration Packet:

CalJOBS

CalJOBS is California's online resource to help job seekers and employers navigate the state's workforce services.
www.caljobs.ca.gov

Career Navigator

AI-powered platform from San Bernardino County Workforce Development that helps job seekers explore careers, build skills, and access free coaching.
<https://workforce.sbcounty.gov/careernavigator/>

CareerOneStop

Sponsored by Department of Labor (DOL). Learn about careers, find career information, and locate career resources and advice with CareerOneStop.
www.careeronestop.org

Onet Online

Detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, developers, researchers, and more!
www.onetonline.org

Labor Market Information

Provides data and reports on California's workforce, industries, occupations, wages, and economic trends.
www.labormarketinfo.edd.ca.gov

CAREER ACTION PLAN

Now that you've completed your research on job leads and training programs, you're ready to have a productive conversation with your career coach. Use what you've gathered to guide the discussion. Be prepared to talk about the two occupations you selected, the job leads you found for each, and the two training schools you explored. Share your insights—what appealed to you, any questions you still have, and any concerns such as cost or location. This packet will serve as the foundation for building a strong career plan with your coach.