

Monday	Tuesday	Wednesday	Thursday	Friday
2 Closed	3 Discover Your Road to Success (8:30-10:00) Drop-in Job Search Assistance (9:00-11:00) Resume Workshop (9:30-11:30) Open Skills Lab (11:00-1:00) Workplace ESL (1:30-4:30) Drop-in Job Search Assistance (2:30-4:00)	4 NCRC Orientation (8:30 NCRC Assessments to Follow) Computer Basics (9:00-12:00) Open Skills Lab (1:30-4:30) Training Information (3:00-4:00)	5 Discover Your Road to Success (8:30-10:00) Job Search Strategies (9:30-11:30) Open Skills Lab (11:00-1:00) Interview Workshop (1:00-4:00) Workplace ESL (1:30-4:30)	6 NCRC Orientation (8:30, NCRC Assessments to Follow) Drop-in Job Search Assistance (2:00-4:00)
9 Workplace ESL (9:00-12:00) WSPM Scholarship Application (9:30-10:30) Career Networking Job Club (9:30-11:30) Job Corps Information Session (1:00-2:00) OJT Information Session (2:30-3:30) Drop-in Job Search Assistance (2:30-4:00)	10 Discover Your Road to Success (8:30-10:00) Drop-in Job Search Assistance (9:00-11:00) Resume Workshop (9:30-11:30) Open Skills Lab (11:00-1:00) Workplace ESL (1:30-4:30) Drop-in Job Search Assistance (2:30-4:00)	11 NCRC Orientation (8:30 NCRC Assessments to Follow) Workplace MS Office (9:00-12:00) Open Skills Lab (1:30-4:30) Training Information (3:00-4:00)	12 Discover Your Road to Success (8:30-10:00) Career Exploration (8:30-12:30) Drop-in Job Search Assistance (9:00-11:00) Open Skills Lab (11:00-1:00) Interview Workshop (1:00-4:00) Workplace ESL (1:30-4:30)	13 NCRC Orientation (8:30, NCRC Assessments to Follow) Drop-in Job Search Assistance (2:00-4:00)
16 Closed Martin Luther King, Jr. Day	17 Discover Your Road to Success (8:30-10:00) Drop-in Job Search Assistance (9:00-11:00) Resume Workshop (9:30-11:30) Open Skills Lab (11:00-1:00) Workplace ESL (1:30-4:30) Drop-in Job Search Assistance (2:30-4:00)	18 NCRC Orientation (8:30 NCRC Assessments to Follow) Computer Basics (9:00-12:00) Open Skills Lab (1:30-4:30) Training Information (3:00-4:00)	19 Discover Your Road to Success (8:30-10:00) Job Search Strategies (9:30-11:30) Open Skills Lab (11:00-1:00) Interview Workshop (1:00-4:00) Workplace ESL (1:30-4:30)	20 NCRC Orientation (8:30, NCRC Assessments to Follow) Drop-in Job Search Assistance (2:00-4:00)
23 Workplace ESL (9:00-12:00) WSPM Scholarship Application (9:30-10:30) Career Networking Job Club (9:30-11:30) Job Corps Information Session (1:00-2:00) OJT Information Session (2:30-3:30) Drop-in Job Search Assistance (2:30-4:00)	24 Discover Your Road to Success (8:30-10:00) Drop-in Job Search Assistance (9:00-11:00) Resume Workshop (9:30-11:30) Open Skills Lab (11:00-1:00) Workplace ESL (1:30-4:30) Drop-in Job Search Assistance (2:30-4:00)	25 NCRC Orientation (8:30 NCRC Assessments to Follow) Workplace MS Office (9:00-12:00) Open Skills Lab (1:30-4:30) Training Information (3:00-4:00)	26 Discover Your Road to Success (8:30-10:00) Drop-in Job Search Assistance (9:00-11:00) Open Skills Lab (11:00-1:00) Interview Workshop (1:00-4:00) Workplace ESL (1:30-4:30)	27 NCRC Orientation (8:30, NCRC Assessments to Follow) Drop-in Job Search Assistance (2:00-4:00)
30 Workplace ESL (9:00-12:00) Career Networking Job Club (9:30-11:45) Drop-in Job Search Assistance (2:30-4:00)	31 Discover Your Road to Success (8:30-10:00) Drop-in Job Search Assistance (9:00-11:00) Resume Workshop (9:30-11:30) Open Skills Lab (11:00-1:00) Workplace ESL (1:30-4:30) Drop-in Job Search Assistance (2:30-4:00)			



January 2012

Customers **MUST** complete the initial assessment (WIN) prior to scheduling workshops

- Please be on time for workshops; deadline for check-in is **five minutes** before the class is scheduled to start.
- Workshop dates and times are subject to change.
- Late arrivals will not be admitted.
- No children allowed in workshops.

PLEASE CALL OR VISIT:

www.worksourceportlandmetro.org
to schedule or reschedule workshops

WorkSource Portland Metro Southeast

(503) 772-2300

FAX (503) 774-8489

TTY (503) 772-2332

Monday –Friday 8:00 a.m. – 5:00 p.m.

NEW LOCATION:

**7916 SE FOSTER RD, Suite 104
PORTLAND OR 97206**

Local Unemployment Insurance Information:

(503) 451-2400

Toll Free (877) 877-1781

Weekly Claim Line

Portland Metro Area (503) 224-0405

Unemployment Insurance FAX (866) 345-1878

STAFF GUIDED WORKSHOPS

Welcome/Welcome Plus Session & iMatchSkills Registration: An orientation session which assists job seekers to connect to occupations and career opportunities. Staff will assist customers to sign up for iMatchSkills, an Oregon Employment Department database that connects job seekers to hundreds of employers and job leads. Everyone doing a job search should be registered. *Welcome/Welcome Plus Sessions are offered daily and may take between 2 and 3 hours to be completed. Attendees must arrive in time to complete the process. The Welcome process is offered every weekday except for holidays, inclement weather closures, and designated Limited Service Days. See Front Desk for more information.*

Career Exploration: This workshop enables you to develop a career goal by exploring your skills, aptitudes, and experience and then, match them to current industry and occupational trends.

Career Networking Job Club: This energizing workshop provides you with tips and tools to improve job search techniques. Plus, it offers an opportunity to network with other job seekers and share job leads. Participants will complete an employment plan and set goals linked to gaining employment.

Computer Basics: After completing this course, the job seeker will be able to identify the main parts of a computer, learn basic Windows commands and access the Windows programs. Also, the job seeker will be able to navigate the Internet, send and receive emails as well as attachments and save documents on the computer and on the World Wide Web.

Drop-in Job Search Assistance: For customers needing assistance in their job search (e.g. review of resumes, cover letters, applications, etc.). Please ask staff for more information and to be referred.

Discover Your Road to Success: Tired of hearing “no” from employers due to your criminal background? In this on-going workshop you will learn how to discuss your background with employers and address other skills needed to obtain employment in a changing and challenging job market.

Interview Workshop: Making a professional impression during an interview is essential to getting hired. This workshop reviews interview basics and teaches you how to handle interview questions.

Job Search Strategies Workshop: Learn strategies to increase your job search effectiveness. This workshop includes pointers on how you can use iMatchskills® and other online resources as part of your efforts.

National Career Readiness Certificate (NCRC): A nationally recognized certificate, the NCRC assesses work-related skills in three areas: math, reading, and locating information. Please ask staff for more information.

Resume Workshop: Knowing about strategies and formats for resumes will help you make decisions about how to present your accomplishments in the most compelling way.

OJT Information Session: Learn about the process to apply for On-The-Job-Training opportunities. Prior to attending this workshop, job seekers are strongly encouraged to attend the Resume and Interview workshops (or equivalent) and to complete the NCRC.

Open Skills Lab: Offers the job seeker the opportunity to work independently or with an instructor to reinforce what he or she learned in the ESL or computer workshops.

Training Information – Resources to Plan and Pay for Training: This informational workshop offers an opportunity to learn about resources to help plan and pay for training. This workshop is a prerequisite to the WSPM Scholarship Application workshop.

WSPM Scholarship Application: Learn how to apply for WorkSource funds for occupational training. Funds are limited; not every application is approved. Prerequisite: Training Information workshop.

Workplace ESL: This workshop enables jobseekers to practice English while looking for work.

Workplace Microsoft Office: After completing this course, the job seeker will learn how to use MS Word tools to create a professional looking resume layout from scratch. Also, the job seeker will be able to use the power of MS Excel electronic spreadsheets and formulas to create a basic checkbook to keep track of personal expenses. The job seeker will also be able to create a PowerPoint presentation about personal and professional goals in the short and long term.