



Monday	Tuesday	Wednesday	Thursday	Friday																																																	
<p>High Tech Networking Group August 6th, 13th, 20th and 27th 9:30–11:00; Room 103 <i>See Topics on Back</i></p> <p>HCNW Info Session at Community Action Organization August 13th 2-4pm Community Action Organization 1001 SW Baseline St. Hillsboro, Oregon, 97123</p> 	<p>Career Exploration August 21st 1:00 – 4:00 pm; Room 110</p> <p>Excel Introductory August 14th 10:00 am –12:00 pm; Room 110</p> <p>Excel Intermediate August 14th 1:00 pm – 3:00 pm; Room 110</p> <p>Health Careers NW Info Session August 14th; Room 109 August 28th; Room 108 10:30 – 12:00 pm; Room 109</p> <p>Interview Workshop August 14th and 28th 1:00-3:30; Room 108</p> <p>Job Corps Info Session Weekly 2:00-3:00; Room 312</p> <p>On-the-Job Training Orientation August 14th and 28th 9:00–10:30 am; Room 107</p> <p>Outlook Basics August 28th Only 1:00 pm – 3:00 pm; Room 110</p> <p>Resume Workshop August 7th and 21st 9:00-11:30; Room 108</p> <p>Word Introductory August 7th 10:00 –12:00 pm; Room 110</p> <p>Word Intermediate August 7th 12:30–3:00 pm; Room 110</p>	<p>NCRC Assessment August 8th and 22nd</p> <ul style="list-style-type: none"> ➤ <u>NCRC Orientation</u>:9:00-9:30; rm 110 ➤ <u>Graphic Literacy</u>: 9:30-11:00; rm 110 ➤ <u>Workplace Documents</u>:11:00-12:00; rm110 ➤ <u>Applied Math</u>:1:00-2:30; rm 110 <p>Spanish NCRC Assessment August 15th Only <u>Spanish NCRC Orientation</u>:9:00-9:30; rm 110 <u>Spanish Graphic Literacy</u>: 9:30-11:00; rm 110 <u>Spanish Workplace Documents</u>:11:00-12:00; rm 110 <u>Spanish Applied Math</u>:1:00-3:00; rm 110</p> <p>TechRise PDX Info Session August 29th Only 1:30 pm – 3:30 pm; Room 108</p> 	<p>WSPM Scholarship Application Workshop August 16th Only 9:00 am -10:30 am; Room 103</p> <p>Reboot Info Session August 16th Only 11:00 am–12:00; Room 108</p> <p>Fast Track Series–(For Women ONLY)</p> <ol style="list-style-type: none"> 1. <u>I Didn't Know I Had a Choice!</u> August 2nd; 10:00-12:30pm: rm 225 2. <u>The Puzzle of You</u> August 2nd; 1:00-3:00, rm 225 3. <u>What are you Famous For?</u> August 9th: 10:00-12:30 pm: rm 225 4. <u>"You" in the Headlines</u> August 9th.; 1:00-3:00, rm 225 5. <u>Everything about the interview</u> August 16th; 10:00-12:30pm: rm 225 6. <u>Tell me a Story</u> August 16th; 1:00-3:00pm, rm 225 7. <u>What DO employers want?</u> August 23rd; 10:00-12:30pm: rm 225 8. <u>Don't Mock Mock Interviews</u> August 23rd; 1:00 to 3:00 pm; rm 225 	<p>High Tech Networking Group August 3rd, 10th, 17th, 24th and 31st 9:30-11:00; Rm. 103 <i>See Topics on Back</i></p> <p>Interpersonal Skills Workshop August 3rd 9:00–12:00; Room 107</p> <p style="text-align: center;">PRE-REQUISITE FOR CLASSES: Completion of the Welcome Process through WorkSource Portland Metro.</p> <ul style="list-style-type: none"> ✓ Workshops are offered weekly unless dates are listed ✓ Completion of the Welcome Process is required to attend all Workshops ✓ Please be on time to all workshops. Late arrivals will need to reschedule ✓ Children are not allowed in workshops 																																																	
<p>~August 2018 ~</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Sun	Mon	Tue	Wed	Thu	Fri	Sat				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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Skill Development

Career Exploration: Through various web-based assessment tools and resources, you will explore career options based upon your own workplace values, interests, skills, and the local labor market.

Career Boost Information Session: This session reviews the array of tools and services uniquely available to SNAP recipients through Career Boost. These services include individual career coaching, occupational training opportunities and job placement assistance. careerboost.worksourceportlandmetro.org

Excel Introduction: Introduction to the Microsoft Excel environment. Some topics covered include: Ribbon overview; Opening, Closing and Saving a workbook; Font and Numbers formatting; Inserting columns, rows and worksheets; Selecting and working with cells. Students must know how to use the mouse and keyboard to make selections and type on the screen. Facilitated by Goodwill.

Excel Intermediate: Class builds on *Excel Introduction*. Gain practice using standard Microsoft Office Excel functions such as: Page layout, breaks and orientation; Formatting cells and tables; Printing options; Auto Formulas; Headers and Footers; Inserting Charts; and Creating a report with a Pivot Table. Successful completion of *Excel Introduction* recommended. Facilitated by Goodwill.

Health Careers NW (HCNW) Info Sessions: Introduction to the HCNW program (also called HPOG). HCNW provides coaching, training and job placement support to low-income adults interested in a career in healthcare. This information session is for people who are receiving SNAP (food stamps), TANF, or Medicaid. HPOG is a study funded by the federal government being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate.

Youth NextGen Employment Training Program: An introduction to the NextGen program, WorkSource products and services, and cost free job skills training. The session may lead to enrollment in the program and / or youth participating in WorkSource services. NextGen program is open to eligible youth interested in employment, receiving career training and certifications, referral to GED services, support services, and career coaching. To participate in the NextGen program, young adults must be 17-24 years of age and legal to work.

NCRC: National Career Readiness Certificate, document your skills with a certificate recognized by employers across the country. All sessions are required to be taken on the same date. **Register for all 4 of the following:** Orientation, Graphic Literacy, Applied Math, Workplace Documents. Call WorkSource Office for registration by staff.

On-The-Job Training Orientation: On-The-Job Training (OJT) is a resource available to you as a WorkSource customer. Learn about the program and how you can use OJT to market yourself to potential employers.

Outlook Basics: Introduction to the Microsoft Outlook environment. Gain practice using standard Microsoft Office Outlook functions such as: Creating an E-mail; Opening, Replying and Forwarding an E-mail; Sorting and Searching E-mail; Managing a Calendar; Adding and Deleting an Appointment. Students take an assessment and receive a certificate of achievement. Facilitated by Goodwill.

Reboot NW Info Session: Learn information about training opportunities funded through Reboot grant. Targeted Industries are: Information Technology, Software, Hi-Tech Manufacturing, and Industrial Manufacturing. Information will be provided on grant details, eligibility, and the application process. *Recommended: Take the Program Eligibility Quiz at www.rebootnw.org before attending workshop.*

TechRise PDX Info Session: Attend one of the following sessions to learn information about training opportunities funded through TechRise PDX grant. If you are 18 to 29 and have a knack for technology, or the curiosity and drive to solve problems, TechRise PDX may be for you. Information on grant details, eligibility, and the application process. www.techrisepdx.org

Word Introduction: Introduction to the Microsoft Word environment. Topics: Ribbon overview; Opening, Closing & Saving a document; Formatting & aligning text; Inserting page numbers; Using the Clipboard; Find & Replace. Students must know how to use the mouse and keyboard to make selections and type on the screen. Facilitated by Goodwill.

Word Intermediate: Class builds on *Word Introduction*. Gain practice using standard Microsoft Office Word functions such as: Setting margins; Inserting Headers & Footers, Tables & Charts; Adding an Automatic Date field; Tracking changes; and Inserting Comments. Successful completion of *Word Introduction* recommended. Facilitated by Goodwill.

WSPM Scholarship Application: Learn about the occupational training funding available through WorkSource Portland Metro. This workshop introduces you to the types of occupational training available and the process for applying for training tuition support. Please note: You must live or work in Multnomah or Washington county in order to be eligible for this support.

Job Search

Fast-Track Series (for women only) An eight part series focused on helping you get your next job opportunity, presented by Dress for Success. Learn how to present yourself to your employer, how to overcome bumps in your employment history how to organize a job search. Enter and exit the series as you wish, following your interests and needs. Refreshments will be provided.

Interview Workshop: Having the proper skills is crucial for landing any job. Knowing how to present those skills at a job interview is just as important. With strategies for preparing for job interviews and tips for handling challenging questions, this workshop will help you make a strong impression.

Interpersonal Skills Workshop: Do you want to know the secrets of what an employer is REALLY looking for when they interview you? Do you want to learn how to be promote-able in an organization? It all comes down to your interpersonal skills or soft skills. Our area employers have told us what interpersonal skills they feel are the most important to them. They are: Proactive Communication & Collaboration, Reliability, Self-Management, Taking Initiative. You will learn what each of these interpersonal qualities mean and how to articulate and demonstrate them during an interview so that employers hire you.

Résumé workshop: Your résumé is the first impression you will make to a potential employer. This workshop is designed to help, whether you're putting together your résumé for the first time or are needing to improve a résumé you already have. You will learn the basics of a résumé creation, keys to good formatting, catching your reviewer's eye, and how to target and customize for specific jobs.

Job Search Support

High Tech Networking Group: Weekly meetings to support individuals from any industry in the process of finding employment. Job search skills and job leads shared
Topics:

8/3	Telephone Interviewing + Skype	8/20	Mock Interviews - Practice Job Interviews
8/6	Jim Edgerton – Networking for Introverts	8/24	Mary Wise – Beaverton Library Resources
8/10	Christian Kaylor – Economist with State of Oregon	8/27	18 Things You Can do Now to Propel Your Career
8/13	Paul Anderson - Interviewing - 4 Keys Skills (DVD)	8/31	Age Discrimination
8/17	Daniel Brewer – Performance-Based Interviewing		