




WorkSource Beaverton-Hillsboro Career Center Hours: **Monday – Friday: 8:00am- 5:00pm**  
[www.worksourceportlandmetro.org](http://www.worksourceportlandmetro.org)

05/18/18 rev 1

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>High Tech Networking Group</b> June 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> 9:30–11:00; Room 103 <i>See Topics on Back</i></p> <p><b>ELL Job Readiness Course – Day 1</b> June 11<sup>th</sup> 9:00–1:00; Room 221</p> 	<p><b>Interview Workshop</b> June 12<sup>th</sup> and 26<sup>th</sup> 1:00-3:30; Room 108</p> <p><b>Resume Workshop</b> June 5<sup>th</sup> and 19<sup>th</sup> 9:00-11:30; Room 109</p> <p><b>Job Corps Info Session</b> 2:00-3:00; Room 312</p> <p><b>Health Careers NW Information Session</b> June 12<sup>th</sup> Only 10:30 – 12:00 pm; Room 108</p> <p><b>ELL Rosetta Stone/Open Lab</b> June 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> 2:00-4:30; Room 219</p> <p><b>Career Exploration</b> June 19<sup>th</sup> Only 1:00 – 4:00 pm; Room 110</p> <p><b>Career-Boost Information Session</b> June 5<sup>th</sup> and 19<sup>th</sup> 11:30—12:30 pm; Room 107</p> <p><b>TechRise Info Session</b> June 12<sup>th</sup> Only 10:30–12:00 pm; Room 109</p> <p><b>ELL Job Readiness Course – Day 2</b> June 12<sup>th</sup> 9:00–1:00; Room 221</p> <p><b>Youth NextGen Employment Training Program</b> June 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> 1:00—1:30 pm; Room 205</p>	<p><b>NCRC Assessment</b> June 13<sup>th</sup> and 27<sup>th</sup></p> <ul style="list-style-type: none"> <li>➤ <u>NCRC Orientation</u>:9:00-9:30; rm 110</li> <li>➤ <u>Graphic Literacy</u>: 9:30-11:00; rm 110</li> <li>➤ <u>Workplace Documents</u>:11:00-12:00; rm110</li> <li>➤ <u>Applied Math</u>:1:00-2:30; rm 110</li> </ul> <p><b>Spanish NCRC Assessment</b> June 20<sup>th</sup> 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; rm110 <u>Spanish Applied Math</u>:1:00-3:00; rm 110</p> <p><b>Workplace Computer- Basic</b> June 6<sup>th</sup> Only 9:00 am–12:00; Room 219</p> <p><b>Workplace Computer- MS Office</b> June 6<sup>th</sup> Only 1:00 pm–4:00; Room 219</p> <p><b>ELL Job Readiness Course – Day 3</b> June 13<sup>th</sup> Only 9:00–1:00; Room 221</p> <p><b>TechRise Info Session</b> June 27<sup>th</sup> Only 1:30–3:30 pm; Room 108</p>	<p><b>WSPM Scholarship Application Workshop</b> June 7<sup>th</sup> and 21<sup>st</sup> 9:00-10:30; rm 103</p> <p><b>Reboot Information Session</b> June 7<sup>th</sup> and 21<sup>st</sup> 11:00 am–12:00; Room 109</p> <p><b>ELL Rosetta Stone/Open Lab</b> June 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> 2:00-4:30; Room 219</p> <p><b>Fast Track Series–(For Women ONLY)</b></p> <ol style="list-style-type: none"> <li>1. <u>I Didn't Know I Had a Choice!</u> June 7<sup>th</sup>; 10:00-12:30pm: rm 225</li> <li>2. <u>The Puzzle of You</u> June 7<sup>th</sup>; 1:00-3:00, rm 225</li> <li>3. <u>What are you Famous For?</u> June 14<sup>th</sup>; 10:00-12:30 pm: rm 225</li> <li>4. <u>"You" in the Headlines</u> June 14<sup>th</sup>; 1:00-3:00, rm 225</li> <li>5. <u>Everything about the interview</u> June 21<sup>st</sup>; 10:00-12:30pm: rm 225</li> <li>6. <u>Tell me a Story</u> June 21<sup>st</sup>; 1:00-3:00pm, rm 225</li> <li>7. <u>What DO employers want?</u> June 28<sup>th</sup>; 10:00-12:30pm: rm 225</li> <li>8. <u>Don't Mock Mock Interviews</u> June 28<sup>th</sup>; 1:00 to 3:00 pm; rm 225</li> </ol> <p><b>ELL Job Readiness Course – Day 4</b> June 14<sup>th</sup> Only 9:00–1:00; Room 221</p> <p><b>ELL Job Club</b> June 21<sup>st</sup>, 28<sup>th</sup> Only 9:00 to 11:00 am; Room 219</p>	<p><b>High Tech Networking Group</b> June 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> 9:30-11:00; Rm. 103 <i>See Topics on Back</i></p> <p><b>Interpersonal Skills Workshop</b> June 15<sup>th</sup> Only 9:00—12:00; Room 109</p> <p><b>ELL Job Readiness Course – Day 5</b> June 15<sup>th</sup> Only 9:00–1:00; Room 221</p> <p style="text-align: center;"><b>PRE-REQUISITE FOR CLASSES:</b> <b>Completion of the Welcome Process through WorkSource Portland Metro.</b></p> <ul style="list-style-type: none"> <li>✓ <b>Workshops are offered weekly unless dates are listed</b></li> <li>✓ <b>Completion of the Welcome Process is required to attend all Workshops</b></li> <li>✓ <b>Please be on time to all workshops. Late arrivals will need to reschedule</b></li> <li>✓ <b>Children are not allowed in workshops</b></li> </ul>

~June 2018 ~

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

## Workshop Descriptions

Register online at: [www.worksourceportlandmetro.org](http://www.worksourceportlandmetro.org)

### 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.

**ELL Job Readiness Course:** 5 day class for English Language Learners. Learn job search skills. Get help preparing a resume. Learn how to answer interview questions; use the computer to job search online; Set up an email account for job search. Learn about short term training opportunities. Designed for English language learners level 3-5, but potential 2-6 reading level depending on speaking level.

**ELL Rosetta Stone:** Language software instruction to learn English for ELL students. All levels of English Language Learners welcome

**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, Preparing for the Graphic Literacy Assessment. 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. In this workshop you will learn about the program and how you can use OJT to market yourself to potential employers.

**Career Boost,** a set of enhanced employment and training services available exclusively to SNAP (food stamp) recipients. Services include personalized career coaching, job placement, as well as paid training and certification. The goal of our Career Boost team is to help you achieve career-track employment, and our specialists will work to ensure your success each step of the way. [careerboost.worksourceportlandmetro.org](http://careerboost.worksourceportlandmetro.org).

**Open Skills Lab:** Scheduled time in the Learning Lab to work on specific learning objectives including basic keyboarding, mouse, online learning for Basic, Intermediate and Advanced computer, math and reading comprehension, and resume building..

**Rethinking Job Search Information Session:** Learn about a workshop series for job seekers who are currently receiving unemployment insurance, that can help identify and sort through your patterns of thinking with regard to job loss and job search, in an effort to put you on a path to landing your next job. [www.rethinkingjobsearch.org](http://www.rethinkingjobsearch.org)

**Reboot Information 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](http://www.rebootnw.org) before attending workshop*

**Workplace Computer Basic:** This course provides introductory instruction on using the computer, the internet, MS Windows and email.

**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.

**Workplace Microsoft Office:** This course provides introductory instruction in Word, PowerPoint and Excel with additional self-paced lessons for Access and intermediate/advanced levels of each program.

### Job Search

**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.

**Certified Production Technician Training Information Session:** In the Certified Production Technician Information Session you will learn about the CPT credential, manufacturing jobs and the necessary steps to get signed up for the training. This training prepares candidates for entry level manufacturing jobs and gives you the skills employers want. Over time, entry level production workers can acquire the skills and experience necessary to transition into high skilled and higher paying manufacturing occupations such as welders, maintenance technicians, machinists and supervisors

**Workplace Microsoft Office:** This course provides introductory instruction in Word, PowerPoint and Excel with additional self-paced lessons for Access and intermediate/advanced levels of each program.

**Youth NextGen Employment Training Program:** 17 – 24 years of age –an introduction to the NextGen employment training program, Worksource Portland Metro products and services, and cost free job skills training. The session may lead to enrollment in the NextGen program and/or youth participating in Worksource services. Youth Career Connections is open to eligible youth interested in employment, receiving career training and certifications, referral to GED services, support services, and career coaching.

### Job Search Support

**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. (see flyer for workshop topics).

**Health Center NW Information Sessions:** This information session will give you an introduction to the Health Careers NW program (also called HPOG). Health Careers NW is a WorkSource Portland Metro program that 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 which is 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 in these opportunities.

**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 weekly.

### High Tech Agenda June 2018

- 6/1 **Steve Zimmerman** – Taking Care of yourself
- 6/4 **Reuben Broadfoot** – Gunter Group
- 6/8 **Paul Brown** – Cinder Staffing
- 6/11 Resume Writing and Editing (Bring 5 copies of your Resume)
- 6/15 **Paul Anderson** - Strategic Job Searching DVD
- 6/18 **Pam Gross** - The Ten Truths of Job/Career Transitions
- 6/22 **Daniel Brewer** - Free Internet Tools
- 6/25 **Daniel Brewer** - Tips for a Successful Job search
- 6/29 **Mike Cribbins** – ProSource Network