**August 2019**

WorkSource Beaverton-Hillsboro Career Center Hours: Monday – Friday: 8:00am-5:00pm

www.worksourceportlandmetro.org

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<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</table>
| High Tech Networking Group  
August 5th, 12th, 19th and 26th  
9:30-11:00; Rm. 103  
See Topics on Back  
Outlook Basics  
August 12th  
9:30 am-12:00 pm; Room 110  
PowerPoint-Basics  
August 12th  
1:00-4:00 pm; room 110  
Word – Introductory  
August 5th and 19th  
9:30-11:30 am; Room 110  
Word – Intermediate  
August 5th and 19th  
12:30 – 3:30 pm; Room 110  | Excel Introductory  
August 6th 20th  
9:30 am –11:30 pm; Room 110  
Excel Intermediate  
August 6th 20th  
12:30 pm – 3:30 pm; Room 110  
Interview Workshop  
August 13th and 27th  
1:00-3:30; Room 108  
Job Corps Info Session  
Weekly  
2:00-3:00; Room 312  
Resume Workshop  
August 6th and 20th  
9:00-11:30; Room 108  | NCRC Assessment  
August 7th, 14th, 21st, 28th  
- NCRC Orientation: 9:00-9:30; rm 110  
- Graphic Literacy: 9:30-11:00; rm 110  
- Workplace Documents: 11:00-12:00;  
  rm 110  
- Applied Math: 12:00-2:00; rm 110  | WSPM Scholarship Application Workshop  
August 1st and 15th  
9:00 am -10:30 am; Room 103  
Fast Track Series – (For Women ONLY)  
1A. The Right Job for You  
August 1st, 10:00-12:30pm: rm 219  
1B. Know Your Skills  
August 1st, 1:00-3:00 pm: rm 22  
2A. Grow Your Support Network  
August 8th; 10:00-12:00pm: rm 225  
2B. Cover Letters Made Easy  
August 8th; 1:00-3:00pm; rm 225  
3A. All About the Interview  
August 15th; 10:00-12:30 pm: rm 225  
3B. How to Ace Interviews  
August 15th; 1:00 to 3:00 pm; rm 225  
4A. Interview Practice  
August 22nd; 10:00-12:30 pm: rm 225  
4B. What Employers Won’t Tell You  
August 22nd; 1:00 to 3:00 pm; rm 225  | High Tech Networking Group  
August 2nd Only  
- NCRC Orientation: 9:00-9:30; rm 219  
- Graphic Literacy: 9:30-11:00; rm 219  
- Workplace Documents: 11:00-12:00;  
  rm 219  
- Applied Math: 1:00-2:30; rm 219  |
<p>| <del>August 2019</del> | | | | |</p>
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<th>Sun</th>
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**WorkSource** is an equal opportunity employer/program. Auxiliary aids and services, alternate formats and language services are available to individuals with disabilities and limited English proficiency upon request. All services are free of cost. Programs are financed in whole or in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor. To place free relays call in Oregon dial 711

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**PRE-REQUISITE FOR CLASSES:**  
Completion of the Welcome Process through WorkSource  
Portland Metro.

- 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
**Workshop Descriptions**

<table>
<thead>
<tr>
<th>Workshop Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Need to be successful and resume work)</td>
<td>8/12</td>
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<tr>
<td>Winds of Change</td>
<td>8/5</td>
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<tr>
<td>High Tech Networking Group:</td>
<td>8/9</td>
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<tr>
<td>Résumé workshop</td>
<td>8/23</td>
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<tr>
<td>Job Search Support</td>
<td>8/30</td>
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<tr>
<td><strong>High Tech Agenda August 2019</strong></td>
<td>8/16</td>
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<tr>
<td>8/2 How to Stay Positive when Things are Tough</td>
<td>8/16</td>
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<tr>
<td>8/5 Nancie Wamser - Adjusting Your Sails in the Winds of Change</td>
<td>8/19</td>
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<tr>
<td>8/9 Writing Accomplishment Statements (Interview and resume work) Bring Resume!</td>
<td>8/23</td>
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<tr>
<td>8/12 Paul Anderson – Interviewing--Four skills you need to be successful</td>
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<td>8/27 What is the Gig Economy? Should I care?</td>
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<tr>
<td>Jonathan Thalberg - An inside-out view of who I am and how I operate</td>
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<td>Jim Edgerton- 5 Better Ways to Get Hired</td>
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<td>Paul Anderson – Resume Mastery DVD</td>
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<td>What is the Gig Economy? Should I care?</td>
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<td>Angel Willard – Updating Health Insurance</td>
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**Register online at:** www.worksourceportlandmetro.org