





WorkSource Beaverton-Hillsboro Career Center Hours: **Monday – Friday: 8:00am- 5:00pm**
www.worksourceportlandmetro.org

01/23/18

Monday	Tuesday	Wednesday	Thursday	Friday																																										
<p>High Tech Networking Group February 5th, 12th, 19th and 26th 9:30–11:00; Room 103 <i>See Topics on Back</i></p> <p>ELL Job Readiness Course – Day 1 February 12th 9:00–1:00; Room 221</p> <p style="text-align: center;">Office Closed February 19th Presidents Day</p> 	<p>Interview Workshop February 13th and 27th 1:00-3:30; Room 108</p> <p>Resume Workshop February 6th and 20th 9:00-11:30; Room 109</p> <p>Job Corps Info Session February 7th, 14th, 21st and 28th 2:00-3:00; Room 312</p> <p>Health Careers NW Information Session February 13th 10:30 – 12:00 pm; Room 108</p> <p>ELL Rosetta Stone/Open Lab February 6th, 13th, 20th and 27th 2:00-4:30; Room 219</p> <p>Certified Production Technician Training Info Session February 6th and 13th 11:00–12:30; Room 108</p> <p>Career Exploration February 20th Only 1:00 – 4:00 pm; Room 110</p> <p>ELL Job Readiness Course – Day 2 February 13th 9:00–1:00; Room 221</p> <p>Career-Boost Information Session February 20th 11:30–12:00 pm; Room 107</p> <p>TechRise Info Session February 13th 10:00 – 12:00 pm; Room 109</p>	<p>NCRC Assessment February 14th and 28th Only <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; rm 110 ➤ <u>Applied Math</u>: 1:00-2:30; rm 110 </p> <p>Workplace Computer- Basic February 7th Only 9:00 am–12:00; Room 219</p> <p>Workplace Computer- MS Office February 7th Only 1:00 pm–4:00; Room 219</p> <p>TechRise Info Session February 28th 1:30 – 3:30 pm; Room 108</p> <p>ELL Job Readiness Course – Day 3 February 14th 9:00–1:00; Room 221</p> <p>BankWork\$ Information Session February 14th, 21st, and 28th 10:30 –12:00 pm; Room TBA</p> <div style="text-align: center;"> <p>~February 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></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>  </div>	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				<p>Rethinking Job Search Information Session: February 1st and 15th; 10:30-11:00; rm 103</p> <p>WSPM Scholarship Application Workshop February 1st and 15th; 9:00-10:30; rm 103</p> <p>Reboot Information Session February 1st and 15th 11:00-12:00; Room 108</p> <p>ELL Rosetta Stone/Open Lab February 1st, 8th, 15th and 22nd 2:00-4:30; Room 219</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> Feb. 1st; 10:00-12:30pm: rm 225 2. <u>The Puzzle of You</u> Feb. 4th; 1:00-3:00, rm 225 3. <u>What are you Famous For?</u> Feb 8th: 10:00-12:30 pm: rm 225 4. <u>"You" in the Headlines</u> Feb. 8th: 1:00-3:00, rm 225 5. <u>Everything about the interview</u> Feb 15th; 10:00-12:30pm: rm 225 6. <u>Tell me a Story</u> Feb. 15th; 1:00-3:00pm, rm 225 7. <u>What DO employers want?</u> Feb. 22nd; 10:00-12:30pm: rm 225 8. <u>Don't Mock Mock Interviews</u> Feb 22nd; 1:00 to 3:00 pm; rm 225 <p>ELL Job Readiness Course – Day 4 February 15th 9:00–1:00; Room 221</p> <p>ELL Job Club February 22nd; 9:00 to 11:00 am; Room 219</p>	<p>High Tech Networking Group February 2nd, 9th, 16th and 23rd 9:30-11:00; Rm. 103 <i>See Topics on Back</i></p> <p>Interpersonal Skills Workshop February 16th Only 9:00–12:00; Room 109</p> <p>ELL Job Readiness Course – Day 5 February 16th 9:00–1:00; Room 221</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
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Workshop Descriptions

Register online at: 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.

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

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.* 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.

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

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 February 2018

- 2/2 **Steve Zimmerman** – Taking Care of Yourself Mentally
- 2/5 Age Discrimination
- 2/9 **Paul Anderson** –Interviewing – Developing Rapport
- 2/12 Developing Your Resume (Bring 5 copies)
- 2/16 **Paul Anderson** –Interviewing Strategies - DVD IV
- 2/19 **Donna McNabb** - Strategies for Managing your Job Search
- 2/23 **Dwight Morrow** – Corp. Recruiter - DAT, Transcore
- 2/26 Cover Letters