### November 2018

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

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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| High Tech Networking Group  
November 5th, 19th and 26th  
9:30–11:00; Room 103  
See Topics on Back | Outlook Basics  
November 19th Only  
9:30 am–12:00 pm; Room 110 | NCRC Assessment  
November 14th and 28th  
- NCRC Orientation: 9:00-9:30; rm 110  
- Graphic Literacy: 9:30-11:00; rm 110  
- Workplace Documents: 11:00-12:00; r110  
- Applied Math: 1:00-2:30; rm 110 | WSPM Scholarship Application Workshop  
November 1st  
9:00 am -10:30 am; Room 103 | High Tech Networking Group  
November 2nd, 9th, 16th and 30th  
9:30-11:00; Room 103  
See Topics on Back |
| PowerPoint-Basics  
November 19th Only  
1:00 – 4:00 pm; Lab 110 | Excel Intermediate  
November 6th and 27th  
12:30 pm – 3:30 pm; Room 110 | NCRC Assessment  
November 21st (Spanish)  
- NCRC Orientation: 9:00-9:30; rm 110  
- Graphic Literacy: 9:30-11:00; rm 110  
- Workplace Documents: 11:00-12:00; r110  
- Applied Math: 1:00-2:30; rm 110 | Fast Track Series--(For Women ONLY)  
1. *I Didn't Know I Had a Choice!* Nov 1st; 10:00-12:30pm; rm 110 | Interpersonal Skills Workshop  
November 2nd Only  
9:30—12:00; Room 107 |
| Career Exploration  
November 20th Only  
1:00 – 4:00 pm; Room 110 | Excel Introductory  
November 6th and 27th  
9:30 am –11:30 pm; Room 110 | Job Corps Info Session  
Weekly  
2:00-3:00; Room 312 | NCRC Assessment  
November 14th and 28th  
- NCRC Orientation: 9:00-9:30; rm 110  
- Graphic Literacy: 9:30-11:00; rm 110  
- Workplace Documents: 11:00-12:00; r110  
- Applied Math: 1:00-2:30; rm 110 | WorkSource Beaverton-Hillsboro  
241 SW Edgeway Drive, Beaverton, OR  
97006  
503-526-2700 |
| Resume Workshop  
November 6th, 20th  
9:00-11:30; Room 108 | Interview Workshop  
November 13th and 27th  
1:00-3:30; Room 108 | TechRise PDX Info Session  
November 28th  
1:30 pm – 3:30 pm; Room 108 | WSPM Scholarship Application Workshop  
November 1st  
9:00 am -10:30 am; Room 103 |
| Youth NextGen Employment Training Program  
November 6th, 13th, 20th and 27th  
1:00 pm – 1:30 pm; Room 107 | Job Corps Info Session  
Weekly  
2:00-3:00; Room 312 | Job Corps Info Session  
Weekly  
2:00-3:00; Room 312 | WorkSource Beaverton-Hillsboro  
241 SW Edgeway Drive, Beaverton, OR  
97006  
503-526-2700 |
| TechRise PDX Info Session  
November 13th  
10:30 am – 12:00 pm; Room 108 | HCNW Info Session  
November 13th and 27th  
10:30 am – 12:00 pm; Room 109 | Youth NextGen Employment Training Program  
November 6th, 13th, 20th and 27th  
1:00 pm – 1:30 pm; Room 107 | WSPM Scholarship Application Workshop  
November 1st  
9:00 am -10:30 am; Room 103 |
| HCNW Info Session  
November 13th and 20th  
Community Action Conference Room 3  
1001 SW Baseline St.  
Hillsboro, Oregon 97123 | HCNW Info Session  
November 13th and 27th  
10:30 am – 12:00 pm; Room 109 | HCNW Info Session  
November 13th and 20th  
Community Action Conference Room 3  
1001 SW Baseline St.  
Hillsboro, Oregon 97123 |

**~November 2018~**

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**Holidays**

**Veterans Day** November 11th  
We are closed on the following Monday November 12th

**Thanksgiving** November 22nd  
We are closed both November 22nd and November 23rd for Thanksgiving

**Happy Thanksgiving**

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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

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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.
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.

Excel Advanced: Attendees gain practice using MS Excel functions such as: Writing Formulas, Fill Handle, Autofill, Advanced Pasting, Multilevel Sorting. Conditional Formatting, Filters, Pivot Tables, Text to Columns, Flash Fill and Advanced Formulas; If, Count If, V-lookup, and Concatenating. Following in-class instruction, students take an assessment and receive a certificate of achievement. Successful completion of Excel Introduction and Intermediate is recommended. Workshop 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 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.

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.

Reboot NW Info Session: Learn about 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.reboottnw.org before attending workshop.

Word Introduction: 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 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.

Word Advanced: Hands-on class where attendees gain practice using standard MS Word functions such as: Watermarks, Smart Art, Themes, Table of Contents, Cover Pages, Charts, Bookmarks, Hyperlinks, Screenshot, Working with Referencing, Captions, Footnotes, Citations, Options Buttons and Drop-Down Menus. Following in-class instruction, students take an assessment and receive a certificate of achievement. Successful completion of Word Introduction and Intermediate is recommended. Workshop facilitated by Goodwill.

PowerPoint Basics: Attendees will learn the basics of MS PowerPoint, such as: Slide Basics, Editing Slides, Working with text, Themes, Animations, Transitions, Tables, Carts, Slide Timing and other presentation settings. Following in-class instruction, students take an assessment and receive a certificate of achievement. Successful completion of Word Introduction is recommended. Workshop facilitated by Goodwill.

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.

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 a 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:

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<th>High Tech Agenda November 2018</th>
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<tr>
<td>11/2  Keith Hall – Password Security</td>
<td>11/16  Mark Porter - Amtech</td>
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<td>11/5  Paul Anderson - Resume Mastery I DVD</td>
<td>11/19  Mike Fusilero - Collabera</td>
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<td>11/9  Connie Plowmen – Wearing Your Sales Hat</td>
<td>11/23  Thanksgiving Vacation</td>
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<td>11/12 Veterans Day – PCC closed</td>
<td>11/26  Paul Anderson - Resume Mastery II DVD</td>
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<td>11/30  Organizing Your Job Search Effort</td>
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