




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

01/25/19

Monday	Tuesday	Wednesday	Thursday	Friday
<p>High Tech Networking Group February 4th, 11th, 18th and 25th 9:30–11:00; Room 103 <i>See Topics on Back</i></p> <p>Outlook Basics February 11th 9:30 am– 12:00 pm; Room 110</p> <p>PowerPoint-Basics February 11th Only 1:00 – 4:00 pm; Lab 110</p> <p>Word –Introductory February 4th 9:30 – 11:30 am; Room 110</p> <p>Word –Intermediate February 4th 12:30 – 3:30 pm; Room 110</p> <p>HCNW Info Session February 25th 2:00 – 4:00 pm Community Action Conference Room 3 1001 SW Baseline St. Hillsboro, Or 97123</p>	<p>Career Exploration February 19th Only 1:00 – 4:00 pm; Room 219</p> <p>Excel Introductory February 5th and 19th 9:30 am –11:30 pm; Room 110</p> <p>Excel Intermediate February 5th and 19th 12:30 pm – 3:30 pm; Room 110</p> <p>Interview Workshop February 12th and 26th 1:00-3:30 pm; Room 108</p> <p>Job Corps Info Session Weekly 2:00-3:00; Room 312</p> <p>Resume Workshop February 5th and 19th 9:00-11:30; Room 108</p> <p>TechRise PDX Info Session February 12th only 10:30 am – 12:00 pm; Room 107</p> <p>HCNW Info Session February 12th 10:30 am – 12:00 pm; Room 109</p>	<p>NCRC Assessment February 13th and 27th Orientation:9:00-9:30; rm 110 Graphic Literacy: 9:30-10:30; rm 110 Workplace Documents:11:00-12:00; rm 110 Applied Math:1:00-2:30; rm 110</p> <p>NCRC Assessment February 20th (Spanish) 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:1:00-2:30; rm 110</p> <p>TechRise PDX Info Session February 27th Only 1:30 pm – 3:30 pm; Room 109</p> <p>Holiday Presidents Day February 18th, 2019</p> 	<p>WSPM Scholarship Application Workshop February 14th and 28th 9:00 am -10:30 am; Room 103</p> <p>Fast Track Series–(For Women ONLY) 1A The Right Job for You February 7th; 10:00 – 12:30 pm; Rm 225</p> <p>1B Know Your Skills February 7th; 1:00 - 3:00 pm; Rm 219</p> <p>2A Grow Your Support Network February 14th; 10:00 - 12:30 pm; Rm 225</p> <p>2B Cover Letters Made Easy February 14th; 1:00-3:00 pm; Rm 225</p> <p>3A All About the Interview February 21st; 10:00-12:30 pm; Rm 225</p> <p>3B How to Ace Interviews February 21st; 1:00-3:00pm, rm 225</p> <p>4A Interview Practice February 28th; 10:00 - 12:30pm; rm 225</p> <p>4B What Employers Won't Tell You February 28th; 1:00-3:00pm, rm 225</p> <p>Career Boost Information Session February 7th and 21st 1:00 pm – 2:00 pm; room 108</p> <p>Word Advanced February 7th 9:30 am –3:00 pm; Lab 110</p> <p>Excel Advanced February 21st 9:30 am – 3:00 pm; Lab 110</p> <p>ABE Information Session February 28th 9:00 – 10:15 am; Lab 221</p> <p>ESOL Information Session February 28th 10:30 – 12:00 pm; Lab 221</p>	<p>High Tech Networking Group February 1st, 8th, 15th and 22nd 9:30-11:00; Rm. 103 <i>See Topics on Back</i></p> <p>Interpersonal Skills Workshop February 4th 9:00—12:00; Room 107</p> <p>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

~February 2019 ~

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		

Workshop Descriptions

Register online at: www.worksourceportlandmetro.org

Skill Development

<p>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.</p>
<p>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</p>
<p>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.</p>
<p>Excel Intermediate: Class builds on <i>Excel Introduction</i>. 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 <i>Excel Introduction</i> recommended. Facilitated by Goodwill.</p>
<p>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 <i>Excel Introduction and Intermediate</i> is recommended. Workshop facilitated by Goodwill.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>Register for all 4 of the following: Orientation, Graphic Literacy, Applied Math, Workplace Documents. Call WorkSource Office for registration by staff.</p>
<p>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.</p>
<p>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.</p>
<p>ABE Information Session: The Adult Basic Education/GED Information Session will introduce the path you will need to follow in order to successfully enter the ABE/GED Program at Portland Community College. Enrolling in ABE/GED classes will help you build your basic skills in order to challenge the GED exam, obtain your certificate and prepare you to enter college or join the workforce.</p>
<p>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</p>
<p>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.</p>
<p>Word Intermediate: Class builds on <i>Word Introduction</i>. 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 <i>Word Introduction</i> recommended. Facilitated by Goodwill.</p>
<p>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 References, 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 <i>Word Introduction and Intermediate</i> is recommended. Workshop facilitated by Goodwill.</p>
<p>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 <i>Word Introduction</i> is recommended. Workshop facilitated by Goodwill.</p>
<p>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.</p>
<p>ESOL Information Session: The English for Students of Other Languages (ESOL) Information Session will introduce you to how to register for English classes at Portland Community College. By enrolling in ESOL classes you can learn English to help you meet daily communication needs, achieve various personal goals or continue your education.</p>

Job Search

<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>

Job Search Support

<p>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:</p>	
<p>High Tech Agenda February 2019</p> <p>2/1 Judy Sherman-Human Resources Suggestions on Interviewing Skills</p> <p>2/4 Pam Gross- Discovery Dialogs, Interviewing, Networking</p> <p>2/8 Eric Dencer – Using Agile to Organize your Job Search</p> <p>2/11 Absolutely Abbey - Top 10 Steps to Employability in 2019 - What They Are and Why They Matter</p>	<p>2/15 Paul Anderson – Developing Rapport in Interviewing DVD</p> <p>2/18 Difficult Interviewing Questions</p> <p>2/22 Dwight Morrow—DAT Interviewing and Resumes from an HR Professional</p> <p>2/25 Paul Anderson- Further Developing Interview Skills DVD</p>