



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

11/22/18 rev 1

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|--|
| <p>High Tech Networking Group November 5th, 19th and 26th 9:30–11:00; Room 103 <i>See Topics on Back</i></p> <p>Outlook Basics November 19th Only 9:30 am– 12:00 pm; Room 110</p> <p>PowerPoint-Basics November 19th Only 1:00 – 4:00 pm; Lab 110</p> | <p>Career Exploration November 20th Only 1:00 – 4:00 pm; Room 110</p> <p>Excel Introductory November 6th and 27th 9:30 am –11:30 pm; Room 110</p> <p>Excel Intermediate November 6th and 27th 12:30 pm – 3:30 pm; Room 110</p> <p>Interview Workshop November 13th and 27th 1:00-3:30; Room 108</p> <p>Job Corps Info Session Weekly 2:00-3:00; Room 312</p> <p>Resume Workshop November 6th, 20th 9:00-11:30; Room 108</p> <p>Youth NextGen Employment Training Program November 6th, 13th, 20th and 27th 1:00 pm – 1:30 pm; Room 107</p> <p>TechRise PDX Info Session November 13th 10:30 am – 12:00 pm; Room 108</p> <p>HCNW Info Session November 13th and 27th 10:30 am – 12:00 pm; Room 109</p> <p>HCNW Info Session November 13th and 20th Community Action Conference Room 3 1001 SW Baseline St. Hillsboro, Oregon 97123</p> | <p>NCRC Assessment November 14th and 28th <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; rm110 ➤ <u>Applied Math</u>:1:00-2:30; rm 110 </p> <p>NCRC Assessment November 21st (Spanish) <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; rm110 ➤ <u>Applied Math</u>:1:00-2:30; rm 110 </p> <p>TechRise PDX Info Session November 28th 1:30 pm – 3:30 pm; Room 108</p> <p>Holidays Veterans Day November 11th We are closed on the following Monday November 12th</p> <p></p> <p>Thanksgiving November 22nd We are closed both November 22nd and November 23rd for Thanksgiving</p> <p></p> | <p>WSPM Scholarship Application Workshop November 1st 9:00 am -10:30 am; Room 103</p> <p>November 15th 9:00 am -10:30 am; Room 108</p> <p>Fast Track Series--(For Women ONLY)</p> <ol style="list-style-type: none"> 1. I Didn't Know I Had a Choice! Nov 1st; 10:00-12:30pm: rm 219 2. The Puzzle of You Nov 1st;; 1:00-3:00, rm 225 3. What are you Famous For? Nov. 8th: 10:00-12:30 pm: rm 225 4. "You" in the Headlines Nov. 8th; 1:00-3:00, rm 225 5. Everything about the interview Nov. 15th; 10:00-12:30pm: rm 225 6. Tell me a Story Nov. 15th; 1:00-3:00pm, rm 225 7. What DO employers want? Nov. 29th; 10:00-12:30 pm: rm 225 8. Don't Mock Mock Interviews Nov. 29th; 1:00 to 3:00 pm; rm 225 <p>On-the-Job Training Orientation November 1st and 15th 11:00 am – 12:30 pm; room 107</p> <p>Career Boost Information Session November 1st and 15th 1:00 pm – 2:00 pm; room 108</p> <p>Word Advanced November 8th Only 9:30 am –2:00 pm; Lab 110</p> <p>Excel Advanced November 29th Only 9:30 am – 2:00 pm; Lab 110</p> <p>Reboot Information Session November 8th and 29th 10:30 am – 12:00 pm; room 108</p> | <p>High Tech Networking Group November 2nd, 9th, 16th and 30th 9:30-11:00; Rm. 103 <i>See Topics on Back</i></p> <p>Interpersonal Skills Workshop November 2nd Only 9:30—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 |

~November 2018 ~

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| 25 | 26 | 27 | 28 | 29 | 30 | |

Skill Development

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| 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. |
| 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 <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. |
| 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. |
| 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. |
| 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. |
| 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. 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. Learn about the program and how you can use OJT to market yourself to potential employers. |
| 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. |
| Reboot NW Info 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. <i>Recommended: Take the Program Eligibility Quiz at www.rebootnw.org before attending workshop.</i> |
| 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 |
| 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. |
| 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. |
| 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. |
| 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. |
| 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

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| 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 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:

High Tech Agenda November 2018

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