




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

03/15/18

Monday	Tuesday	Wednesday	Thursday	Friday																																																	
<p>High Tech Networking Group April 2nd, 9th, 16th, 23rd and 30th 9:30–11:00; Room 103 <i>See Topics on Back</i></p> <p>ELL Job Readiness Course – Day 1 April 23rd 9:00–1:00; Room 221</p> 	<p>Interview Workshop April 10th and 24th 1:00-3:30; Room 108</p> <p>Resume Workshop April 3rd and 17th 9:00-11:30; Room 109</p> <p>Job Corps Info Session 2:00-3:00; Room 312</p> <p>Health Careers NW Information Session April 10th 10:30 – 12:00 pm; Room 107</p> <p>ELL Rosetta Stone/Open Lab April 3rd, 10th, 17th and 24th 2:00-4:30; Room 219</p> <p>Career Exploration April 17th Only 1:00 – 4:00 pm; Room 110</p> <p>Career-Boost Information Session April 3rd and 17th 11:30—12:30 pm; Room 107</p> <p>TechRise Info Session April 12th 10:00 am – 12:00 pm; Room 109</p> <p>ELL Job Readiness Course – Day 2 April 24th 9:00–1:00; Room 221</p>	<p>NCRC Assessment April 11th and 25th <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>Workplace Computer- Basic April 4th Only 9:00 am–12:00; Room 219</p> <p>Workplace Computer- MS Office April 4th Only 1:00 pm–4:00; Room 219</p> <p>TechRise Info Session April 25th 1:30 pm – 3:30 pm; Room 108</p> <p>BankWork\$ Information Session April 4th 10:30 –12:00 pm; Room 109</p> <p>Preparing for the Graphic Literacy Assessment April 18th 10:00 am – 12:00 pm; Room 206</p> <p>ELL Job Readiness Course – Day 3 April 25th 9:00–1:00; Room 221</p> <table border="1" style="margin: 10px auto;"> <tr> <td colspan="7" style="text-align: center;">~April 2018 ~</td> </tr> <tr> <td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	~April 2018 ~							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	29	30						<p>WSPM Scholarship Application Workshop April 12th and 26th 9:00-10:30; rm 103</p> <p>Reboot Information Session April 12th and 26th 11:00 am–12:00; Room 108</p> <p>ELL Rosetta Stone/Open Lab April 5th, 12th, 19th and 26th 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> April 5th; 10:00-12:30pm: rm 225 2. <u>The Puzzle of You</u> April 5th; 1:00-3:00, rm 225 3. <u>What are you Famous For?</u> April 12th: 10:00-12:30 pm: rm 225 4. <u>"You" in the Headlines</u> April 12th: 1:00-3:00, rm 225 5. <u>Everything about the interview</u> April 19th; 10:00-12:30pm: rm 225 6. <u>Tell me a Story</u> April 19th; 1:00-3:00pm, rm 225 7. <u>What DO employers want?</u> April 26th; 10:00-12:30pm: rm 225 8. <u>Don't Mock Mock Interviews</u> April 26th; 1:00 to 3:00 pm; rm 225 <p>ELL Job Readiness Course – Day 4 April 26th 9:00–1:00; Room 221</p> <p>TechRise Info Session April 12th 10:00 am – 12:00 pm; Room 109</p>	<p>High Tech Networking Group April 6th, 13th, 20th and 27th 9:30-11:00; Rm. 103 <i>See Topics on Back</i></p> <p>Interpersonal Skills Workshop April 20th 9:00—12:00; Room 109</p> <p>ELL Job Readiness Course – Day 5 April 27th 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.

Workplace Microsoft Office: This course provides introductory instruction in Word, PowerPoint and Excel with additional self paced lessons for Access and intermediate/advanced levels of each program.

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

Workplace Microsoft Office: This course provides introductory instruction in Word, PowerPoint and Excel with additional self-paced lessons for Access and intermediate/advanced levels of each program.

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 April 2018

- 4/2 Assembling an Interview Packet
- 4/6 Paul Anderson- Resume Mastery DVD
- 4/9 Paul Spindel - "Creating the Life You Want"
- 4/13 Mac Pritchard – Founder of Mac’s List
- 4/16 Salary Negotiations
- 4/20 Paul Anderson – Resume Mastery II DVD
- 4/23 Monique Breault - Working on Purpose
- 4/27 Rob Swiontek - Incendia Staffing
- 4/30 How to Stay Positive during Job Search