



**April 2018**

**Registration is Required!** Ask us how to sign up.  
**WorkSource Tualatin Hours Monday – Friday 8:00- 5:00pm**

**WorkSource Tualatin**  
 7995 SW Mohawk Street, Tualatin, OR  
 503-612-4200  
[www.worksourceportlandmetro.org](http://www.worksourceportlandmetro.org)

Mon	Tue	Wed	Thu	Fri
<b>2</b>	<b>3 Interview Workshop</b> 8:30-11:00, Classroom <b>Youth Career Connections Information Session</b> 3:30-4:30, Classroom	<b>4 Job Club</b> 10:00-12:00, Classroom	<b>5</b>	<b>6</b>
<b>9</b>	<b>10 Resume Workshop</b> 8:30-11:00, Classroom <b>Resume Lab</b> 1:00-4:00, Computer Lab <b>Youth Career Connections Information Session</b> 3:30-4:30, Classroom	<b>11 Job Club</b> 10:00-12:00, Classroom <b>Job Corps Orientation</b> 3:00-4:30, Classroom	<b>12 WSPM Scholarship Workshop</b> 9:00-10:30, Classroom	<b>13</b>
<b>16 Interpersonal Skills</b> 1:00-4:00, Classroom	<b>17 Interview Workshop</b> 8:30-11:00, Classroom <b>Youth Career Connections Information Session</b> 3:30-4:30, Classroom	<b>18 Job Club</b> 10:00-12:00, Classroom <b>Workplace Computer-Basics</b> 9:00-12:00, Computer Lab <b>Workplace Computer- MS Office</b> 1:00-4:00, Computer Lab	<b>19 NCRC Assessment</b> Computer Lab Orientation 9:00-9:30 Workplace Documents 9:30-11:00 Applied Math 11:00-12:00 Graphic Literacy 1:00-2:00	<b>20</b>
<b>23 Career Exploration</b> 12:30-3:30, Computer Lab	<b>24 Resume Workshop</b> 8:30-11:00, Classroom <b>Resume Lab</b> 1:00-4:00, Computer Lab <b>Youth Career Connections Information Session</b> 3:30-4:30, Classroom	<b>25 Job Club</b> 10:00-12:00, Classroom <b>Job Corps Orientation</b> 3:00-4:30, Classroom	<b>26 WSPM Scholarship Workshop</b> 9:00-10:30, Classroom <b>Reboot Information Session</b> 11:00-12:00, Classroom	<b>27 Veterans Job Club</b> 8:30-11:30, Computer Lab
<b>30</b>				

**Workshop Descriptions on Reverse**

**Please be on time!**

Register online at: [www.worksourceportlandmetro.org](http://www.worksourceportlandmetro.org)

*WorkSource Tualatin 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 classes 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.*

## Skill Development Workshops at WorkSource Tualatin

- 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.
- 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, and Workplace Documents.
- 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.
- Workplace Computer Basic:** This course provides introductory instruction on using the computer, the Internet, MS Windows and email.
- Workplace Microsoft Office:** This course provides introductory instruction in Word, PowerPoint and Excel with additional self-paced lessons for Access and Intermediate/advanced level of each program.
- 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, and 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.
- 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.
- 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.
- 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.com](http://careerboost.worksourceportlandmetro.com).
- 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.

## Job Search Workshops at WorkSource Tualatin

- 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.
- Resume Workshop:** Your resume is the first impression you will make on a potential employer. Learn the basics of putting one together, including choosing the right format. Get answers to common questions about resumes.
- Resume Lab:** A good resume is your first impression. This instructor led computer lab time dedicated to creating and/or improving your resume. Bring your rough draft with a job description and get assistance tailoring your resume to fit the job. Assistance with formatting and content is also available. Prerequisites include: Flash Drive, Basic computer skills, and a current resume.
- Youth Career Connections:** Come and find out about youth opportunities for young adults aged 18-24.
- Job Club:** Weekly meetings to support individuals from any industry in the process of finding employment. Job search skills and hiring events shared weekly. **Wednesdays, 10:00-12:00 PM**
- |   |  |
|---|--|
| <p><b>4/4</b> Mac Prichard: Take the Pain Out of Your Job Search &amp; Soft Skills Necessary for a Successful Job Search<br/>Tip: Job Search Tools Which Have Been Effective for Job Seekers</p> <p><b>4/11</b> Oregon Labor Market &amp; the Technology<br/>Tip: How to Navigate Government Jobs</p> | <p><b>4/18</b> Apprenticeship Opportunities<br/>Tip: How to Organize &amp; Structure Your Job Search</p> <p><b>4/25</b> Meet &amp; Greet with Conduent Hiring Manager<br/>Tip: How to Create "SMART" Goals &amp; Write Cover Letters</p> |
|---|--|

### Other Workshops only available at WorkSource Beaverton/Hillsboro, 241 SW Edgeway Drive, Beaverton, OR 97006

- 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. **Mondays & Fridays, 9:30-11:00AM**
- |   |   |   |
|---|---|---|
| <p><b>4/3</b> Assembling an Interview Packet</p> <p><b>4/8</b> Paul Anderson – Resume Mastery DVD</p> <p><b>4/9</b> Paul Spindel – “Creating the Life You Want”</p> | <p><b>4/13</b> Mac Prichard – Founder of Mac’s List</p> <p><b>4/16</b> Salary Negotiations</p> <p><b>4/20</b> Paul Anderson – Resume Mastery II DVD</p> | <p><b>4/23</b> Monique Breault – Working on Purpose</p> <p><b>4/27</b> Rob Swiontek – Incendia Staffing</p> <p><b>4/30</b> How to Stay Positive during Job Search</p> |
|---|---|---|
- ELL Rosetta Stone:** Language software instruction to learn English for ELL students. All levels of English Language Learners welcome.
- 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.
- Rethinking Job Search Information Session:** Rethinking Job Search is a series of 2 hour workshops three days a week over 4 consecutive weeks. Participants learn how to identify and tackle risky thinking, understand and manage emotions, and plan and take action in their job search. You may be eligible if you are: At least 18 years old, have a High School Diploma / GED and are receiving Oregon Unemployment Insurance. How to sign up? Go to [www.rethinkingjobsearch.org](http://www.rethinkingjobsearch.org) and complete the online eligibility survey.