



June 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

Mon	Tue	Wed	Thu	Fri
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4	5 Interview Workshop 8:30-11:00, Classroom Youth NextGen Employment Training Program 3:30-4:30, Classroom	6 Job Club 10:00-12:00, Classroom	7	8
11	12 Resume Workshop 8:30-11:00, Classroom Resume Lab 1:00-4:00, Computer Lab Youth NextGen Employment Training Program 3:30-4:30, Classroom	13 Job Club 10:00-12:00, Classroom Job Corps Orientation 3:00-4:30, Classroom	14 WSPM Scholarship Workshop 9:00-10:30, Classroom Reboot Information Session 11:00-12:00, Classroom	15
18 Interpersonal Skills 1:00-4:00, Classroom	19 Interview Workshop 8:30-11:00, Classroom Youth NextGen Employment Training Program 3:30-4:30, Classroom	20 Job Club 10:00-12:00, Classroom Workplace Computer-Basics 9:00-12:00, Computer Lab Workplace Computer- MS Office 1:00-4:00, Computer Lab	21 NCRC Assessment 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	22
25 Career Exploration 12:30-3:30, Computer Lab	26 Resume Workshop 8:30-11:00, Classroom Resume Lab 1:00-4:00, Computer Lab Youth NextGen Employment Training Program 3:30-4:30, Classroom	27 Job Club 10:00-12:00, Classroom Job Corps Orientation 3:00-4:30, Classroom	28 WSPM Scholarship Workshop 9:00-10:30, Classroom Reboot Information Session 11:00-12:00, Classroom	29 Veterans Job Club 8:30-11:30, Computer Lab

Workshop Descriptions on Reverse

Please be on time!

Register online at: 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.

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 NextGen Employment Training Program: This session gives young adults- 17-24 years of age –an introduction to the NextGen employment Training program, WorkSource Portland Metro products and services, and cost free job skills training. The session may lead to enrollment in the NextGen 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 18-24 years of age and legal to work. NextGen is open to eligible youth interested in employment, receiving career training and certifications, referral to GED services, support services, and career coaching.

Job Club: Weekly meetings to support individuals from any industry with job search tips to help find employment.

6/6 How the City of Tualatin Connects Employees with High Quality Jobs

Tip: Interview Horror Stories & Lessons Learned

6/13 Meet & Greet & Resume Feedback with a Staffing Agency: Robert Half

Tip: Tips to help you transition through the stages of Job Loss.

6/20 Meet & Greet with a Local Recruiter: Manpower

Tip: How to Access Industry Research Using QualityInfo.org

6/27 "I Want to Find a Job!" with Pam Gross

Tip: Evaluating the Quality of Interview Responses

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**

6/1 **Steve Zimmerman** – Taking Care of Yourself!

6/11 Resume Writing and Editing (Bring 5 copies of your Resume)

6/22 **Daniel Brewer** – Free Internet Tools

6/4 **Reuben Broadfoot** – Gunter Group

6/15 **Paul Anderson** – Strategic Job Searching DVD

6/25 **Daniel Brewer** – Tips for a successful Job Search

6/8 **Paul Brown** – Cinder Staffing

6/18 **Pam Gross** – The Ten Truths of Job/Career Transitions

6/29 **Mike Cribbins** – ProSource Network

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.

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 specialist will work to ensure your success each step of the way. careerboost.worksourceportlandmetro.com.