



November 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 |
|--|--|---|--|--|
| | | | 1 | 2 Open Skills Lab 9:00-11:00, Computer Lab |
| 5 | 6 Interview Workshop 8:30-11:00, Classroom Youth NextGen Employment Training Program 3:30-4:30, Classroom | 7 Job Club 10:00-12:00, Classroom Job Corps Orientation 3:00-4:30, Classroom | 8 WSPM Scholarship Workshop 9:00-10:30, Classroom Reboot Information Session 11:00-12:00, Classroom | 9 Open Skills Lab 9:00-11:00, Computer Lab |
| 12 HOLIDAY | 13 Resume Workshop 8:30-11:00, Classroom Youth NextGen Employment Training Program 3:30-4:30, Classroom | 14 Job Club 10:00-12:00, Classroom Excel - Intro. 9:30-11:30, Computer Lab Excel – Inter. 12:00-3:00 OJT Orientation 12:30- 2:00, Classroom | 15 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 | 16 Open Skills Lab 9:00-11:00, Computer Lab |
| 19 Interpersonal Skills 1:00-4:00, Classroom | 20 Interview Workshop 8:30-11:00, Classroom Youth NextGen Employment Training Program 3:30-4:30, Classroom Word - Intro. 9:30-11:30, Computer Lab Word – Inter. 12:00-3:00 | 21 Job Club 10:00-12:00, Classroom Job Corps Orientation 3:00-4:30, Classroom Job Retention: Preparing & Excelling at your New Job 1:00-3:00, Classroom | 22 HOLIDAY | 23 HOLIDAY |
| 26 Getting the Most Out of MyWorksource 9:00-10:30, Classroom Career Exploration 12:30-3:30, Computer Lab | 27 Resume Workshop 8:30-11:00, Classroom Youth NextGen Employment Training Program 3:30-4:30, Classroom | 28 Job Club 10:00-12:00, Classroom OJT Orientation 12:30-2:00, Classroom | 29 WSPM Scholarship Workshop 9:00-10:30, Classroom Reboot Information Session 11:00-12:00, Classroom | 30 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.

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.

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 Word Introduction. 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 Word Introduction recommended. Facilitated by Goodwill.

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 Excel Introduction. 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 Excel Introduction recommended. Facilitated by Goodwill.

Open Skills Lab: Get help on how to use a computer, or work with any of the Microsoft Office Suite programs.

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.

Job Retention: Preparing and Excelling at your New Job: Getting ready for success at your next job is easy when you know the correct steps to prepare.

Getting the most out of MyWorkSource: The workshop will cover how to use iMatchSkills for job search, sign up for workshops, look up hiring events, etc. You will learn about all of the available resources that WorkSource provide to support you at every step of your job search.

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.

11/7/18 Health Insurance Options for the Unemployed

Tip: Meet and Greet with an Employer : How to Get Hired at Washington County

11/14/18 Meet and Greet with a Staffing Agency: Robert Half

Tip: Meet and Greet with an Employer in the Health Care Industry: Marquis Companies

11/21/18 CANCELLED – HOLIDAY

11/28/18 Meet and Greet with an Employer in the Technology Industry: Intel

Tip: How to Answer Tough Interview Questions

Other Workshops only available at WorkSource Beaverton/Hillsboro, 241 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**

11/2 Keith Hall – Password Security

11/5 Paul Anderson – Resume Mastery I DVD

11/9 Connie Plowmen – Wearing Your Sales Hat

11/12 Veterans Day – PCC closed

11/16 Mark Porter – Amtech

11/19 Mike Fusilero – Collabera

11/23 Thanksgiving Vacation

11/26 Paul Anderson – Resume Mastery II DVD

11/30 Organizing Your Job Search Effort

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.org

