



February 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
5	6 Interview Workshop 8:30-11:00, Classroom OHDC Youth Orientation 3:30-5:00, Classroom	7 Job Club 10:00-12:00, Classroom	8 WSPM Scholarship Workshop 9:00-10:30, Classroom Reboot Information Session 11:00-12:00, Classroom	9
12	13 Resume Workshop 8:30-11:00, Classroom Resume Lab 1:00-4:00, Computer Lab OHDC Youth Orientation 3:30-5:00, Classroom	14 Job Club 10:00-12:00, Classroom	15	16
19 HOLIDAY Presidents' Day	20 Interview Workshop 8:30-11:00, Classroom OHDC Youth Orientation 3:30-5:00, Classroom	21 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	22 WSPM Scholarship Workshop 9:00-10:30, Classroom Reboot Information Session 11:00-12:00, Classroom	23 Veterans Job Club 8:30-11:30, Computer Lab
26 Career Exploration 12:30-3:30, Computer Lab	27 Resume Workshop 8:30-11:00, Classroom Resume Lab 1:00-4:00, Computer Lab OHDC Youth Orientation 3:30-5:00, Classroom	28 Job Club 10:00-12:00, Classroom		

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.

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 some 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.

Social Media for Job Search Success: Times have changed in the job market. Resumes and job boards just don't seem to be enough. That's because more than 90% of recruiters and hiring managers now rely on social media to find and vet new talent. Learn how to use LinkedIn strategically for personal branding, networking and finding work in the hidden job market. Discover the three elements to make your LinkedIn profile stand out. This course comes with access to online technical instruction videos. Our in-person class will focus on strategic coaching to help you find clarity when you do go online at home.

Job Club: Weekly meetings to support individuals from any industry in the process of finding employment. Job search skills and job leads shared weekly. **Wednesdays, 10:00-12:00**

2/7 Library Resources/WSO Resources 2/14 How to Find a Job Using a Recruiter 2/21 Developing Soft Skills (interpersonal, time management, organization, etc.) 2/28 Growth Mindset

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

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. 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. **Mondays & Fridays, 9:30-11:00**

2/02 **Steve Zimmerman** – Taking Care of Yourself Mentally

2/05 Age Discrimination

2/09 **Paul Anderson** – Interviewing – Developing Rapport

2/12 Developing Your Resume (Bring 5 copies)

2/16 **Paul Anderson** – Interviewing Strategies – DVD IV

2/19 **Donna McNabb** – Strategies for Managing your Job Search

2/23 **Dwight Morrow** – Corp. Recruiter – DAT, Transcore

2/26 Cover Letters

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 and complete the online eligibility survey.