

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) Rethinking Job Search #8(10:00-12:00) Interview Workshop (12:00-2:30)	<b>2</b> Workplace MS Computer Basic (9:00-12:00) Oregon Health Insurance Exchange Enrollment (11:00-12:00) Health Careers NW Information Session for Professional Immigrants (1:00-2:00) Open Skills Lab (1:00-4:00)	<b>3</b> Drop-in Advising (9:00-11:00) ELL Rosetta Stone/Open Skills Rethinking Job Search #9 (10:00-12:00) Lab (1:30-4:00) Drop-in Job Search Assistance (2:00-3:30)
<b>6</b> Discover Your Road to Success (9:00-10:30) Career Networking Job Club (10:00-12:00) Rethinking Job Search #10 (10:00-12:00) Drop-in Advising (10:30-12:30) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-4:00) Drop-in Job Search Assistance (2:30-4:00)	<b>7</b> NewStart Reentry Resource Info Session (9:00-10:00) Preparing for Locating Information (9:00-11:00) Drop-in Resume Assistance (9:00-11:00) Rethinking Job Search Info Session (11:00-12:00) HCNW Learning Lab (10:30-12:00) Drop-in Advising (1:00-3:00)	<b>8</b> Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) Rethinking Job Search #11 (10:00-12:00) Interview Workshop (12:00-2:30)	<b>9</b> Health Careers NW Information Session (10:00-11:00) Reboot Information Session (12:00-1:00) Resumes for Job Seekers with a Background (1:00-4:00)	<b>10</b> NCRC Orientation (8:30, NCRC Assessments to Follow) Drop-in Advising (9:00-11:00) Rethinking Job Search #12 (10:00-12:00) Interpersonal Skills Workshop (12:00-3:00) ELL Rosetta Stone/Open Skills Lab (1:30-4:00) Drop-in Job Search Assistance (2:00-3:30)
<b>13</b> Discover Your Road to Success (9:00-10:30) Career Networking Job Club (10:00-12:00) Drop-in Advising (10:30-12:30) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-4:00) Drop-in Job Search Assistance (2:30-4:00)	<b>14</b> NewStart Reentry Resource Info Session (9:00-10:00) Drop-in Resume Assistance (9:00-11:00) Rethinking Job Search Info Session (11:00-12:00) HCNW Learning Lab (10:30-12:00) Drop-in Advising (1:00-3:00) Job Search Strategies (2:00-4:00)	<b>15</b> Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) Interview Workshop (12:00-2:30)	<b>16</b> Health Careers NW Information Session for Professional Immigrants (1:00-2:00)	<b>17</b> Drop-in Advising (9:00-11:00) Social Media for Job Search Success (9:00-12:00) Drop-in Job Search Assistance (2:00-3:30)
<b>20</b> <b>Closed</b> <b>President's Day</b>	<b>21</b> NewStart Reentry Resource Info Session (9:00-10:00) Drop-in Resume Assistance (9:00-11:00) Rethinking Job Search Info Session (11:00-12:00) HCNW Learning Lab (10:30-12:00) Drop-in Advising (1:00-3:00)	<b>22</b> Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) Rethinking Job Search #1 (10:00-12:00) Interview Workshop (12:00-2:30)	<b>23</b> Health Careers NW Information Session (10:00-11:00) Reboot Information Session (12:00-1:00) Resumes for Job Seekers with a Background (1:00-4:00)	<b>24</b> Career Exploration (8:30-12:30) NCRC Orientation (8:30, NCRC Assessments to Follow) Drop-in Advising (9:00-11:00) Rethinking Job Search #2 (10:00-12:00) Interpersonal Skills Workshop (12:00-3:00) ELL Rosetta Stone/Open Skills Lab (1:30-4:00) Drop-in Job Search Assistance (2:00-3:30)
<b>27</b> Discover Your Road to Success (9:00-10:30) Career Networking Job Club (10:00-12:00) Rethinking Job Search #3 (10:00-12:00) Drop-in Advising (10:30-12:30) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-4:00) Drop-in Job Search Assistance (2:30-4:00)	<b>28</b> NewStart Reentry Resource Info Session (9:00-10:00) Drop-in Resume Assistance (9:00-11:00) HCNW Learning Lab (10:30-12:00) Drop-in Advising (1:00-3:00) Job Search Strategies (2:00-4:00)			



## WORKSOURCE PORTLAND METRO

### Customers **MUST** complete the Exploratory Services Process prior to prescheduling for workshops is required

- Please be on time for workshops; deadline for check-in is **five minutes** before the class is scheduled to start.
- Workshop dates and times are subject to change.
- Late arrivals will not be admitted.
- No children allowed in workshops.

### PLEASE CALL OR VISIT:

[www.worksourceportlandmetro.org](http://www.worksourceportlandmetro.org)  
to schedule or reschedule workshops

### WorkSource Portland Metro Southeast

7916 SE FOSTER RD, Suite 104  
PORTLAND OR 97206

(503) 772-2300  
FAX (503) 774-8489

**Monday – Friday**  
**8:00 AM – 5:00 PM**

### Local Unemployment Insurance Information:

(503) 292-2057  
Toll Free: 1(877) 345-3484  
Weekly Claim Line  
Portland Metro Area: (503) 224-0405  
Unemployment  
Insurance FAX: (866) 345-1878

### STAFF GUIDED WORKSHOPS

**Exploratory Services:** Everyone doing a job search should complete *WorkSource registration*. The *Exploratory Services* is offered daily except for holidays, and inclement weather closures, and may take up to 90 minutes to complete. Attendees must arrive in time to complete the process. See *Front Desk* for more information.

**BankWork\$ Information Session:** The BankWork\$ Information Session provides an overview of the BankWork\$ program offered at SE Works, as well as eligibility requirements and the application process.

**Career Exploration:** This workshop enables you to develop a career goal by exploring your skills, aptitudes, and experience and then, match them to current industry and occupational trends.

**Career Networking Job Club:** This energizing workshop provides you with tips and tools to improve job search techniques. It also offers an opportunity to network with other job seekers and share job leads. Participants will complete an employment plan and set goals linked to gaining employment.

**Drop-in Advising:** Visit an advisor during drop-in hours for quick questions regarding training, employment, or supportive services.

**Drop-in Job Search Assistance:** Participants receive assistance with their job search (e.g. review of resumes, cover letters, applications, etc.) in a lab setting. Please ask staff for more information and to be referred.

**Drop-in Resume Assistance:** Participants receive 1 on 1 assistance with their resumes. Please attend the Resume Workshop prior to this session.

**Discover Your Road to Success:** Tired of hearing “no” from employers due to your criminal background? In this on-going workshop you will learn how to discuss your background with employers and address other skills needed to obtain employment in a changing and challenging job market.

**ELL Rosetta Stone/Open Skills Lab:** Language software instruction to learn English for ELL students. All levels of English Language Learners (ELL) welcome.

**Interpersonal skills workshop:** In this workshop you will learn to recognize your own interpersonal skills as well as areas you may need to improve. You will learn to communicate examples of your interpersonal skills during a job interview so that employers can recognize YOU as the top candidate for their company.

**Interview Workshop:** Making a professional impression during an interview is essential to getting hired. This workshop reviews interview basics and teaches you how to handle interview questions.

**Job Search Strategies Workshop:** Learn strategies to increase your job search effectiveness. This workshop includes pointers on how you can use iMatchskills® and other online resources as part of your efforts.

**Health Careers NW for Professional Immigrants:** “Learn about the Health Careers NW grant, which provides planning, training, education, and job search to eligible individuals for high-demand careers in health care. Information will be given about program eligibility, enrollment procedures, and grant details.”

**HCNW Learning Lab:** For Health Careers NW program participants, this lab uses the computer-based Core Skills Mastery (CSM) tool to develop academic skills.

**National Career Readiness Certificate (NCRC):** A nationally recognized certificate, the NCRC assesses work-related skills in three areas: math, reading, and locating information. Please ask staff for more information. **(Required preschedule at least 24 hours ahead)**

**NewStart:** The NewStart Reentry Resource Center is a program dedicated to helping you successfully re-enter the community after incarceration from State or Local Jails in Multnomah County within the last two years.

**Open Skills Lab:** This lab offers the job seeker the opportunity to work independently or with an instructor to reinforce what he or she learned in the computer workshops or Code Oregon information.

**Oregon Health Insurance Exchange Enrollement Workshop:** Work one-on-one with a Certified Assistor to enroll for healthcare coverage through the Oregon Health Insurance Exchange.

**PREP (Prisoner Re-entry Employment Program) Information Session:** Attend this information session to learn about the PREP program designed to assist individuals with a background and barriers to employment. Registration after Session. **(THIS WORKSHOP CURRENTLY IS NOT BEING OFFERED)**

**Preparing for Locating Information:** This workshop will expose you to the types of questions that will be on Location Information Assessment to ultimately help you improve your scores.

**Resume Workshop:** In this workshop, job seekers will learn strategies and formats for resumes to help you make decisions about how to present your accomplishments in the most compelling way.

**Rethinking Job Search Info Session:** Learn about Rethinking workshop series to address the social and emotional consequences of unemployment to help job seekers find work faster! Assistance provided with Signing up for workshop after Info Session.

**Rethinking Job Search:** A series of 12 workshops that helps job seekers reestablish their confidence, motivation, and accountability while continuing to look for their next job. This workshop is intended for job seekers currently receiving Oregon Unemployment Insurance benefits.

**Reboot Information Session:** Learn information about training opportunities funded through Reboot grant. Targeted Industries are: Information Technology, Software, Hi-Tech Manufacturing, Industrial Manufacturing. Information on grant details, eligibility, and the application process.

**Resume for Job Seekers with a Background:** A resume workshop for job seekers reentering the community after incarceration. This workshop provides an overview of how to write a resume, an overview of a cover letter, and hands-on experience on the computer.

**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.

**WSPM Scholarship Application:** Learn how to apply, plan, and help pay for occupational training utilizing WorkSource training funds. Scholarships are limited and not every application is approved.

**Workplace MS Computer Basics:** After completing this course, job seekers will be able to identify the main parts of a computer, learn basic Windows commands and access the Windows programs. Job seekers will be able to navigate the Internet, send and receive emails, and save documents on the computer and on the web.