

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Drop-in Advising (9:00-11:00) ELL Rosetta Stone/Open Skills Lab (9:00-11:30) Drop-in Job Search Assistance (2:00-3:30)
4 Discover Your Road to Success (9:00-10:30) BankWork\$ Info Session (9:30-10:30) Career Networking Job Club (10:00-12:00) Drop-in Advising (10:00-12:00) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-3:00) Drop-in Job Search Assistance (2:30-4:00) Career-Boost Info Session(3:00-3:30)	5 Drop-in Resume Assistance (9:00-11:00) Interpersonal Skills Workshp (9:00-12:00) Drop-in Advising (1:00-3:00)	6 Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) Techrise Information Session (11:30 – 1:00) Youth Career Connections Information Session (1:00-2:00)	7 Resumes for Job Seekers with a Background (10:00-12:00) Interview Workshop (1:00-3:30)	8 NCRC Orientation (8:30, NCRC Assessments to Follow) Drop-in Advising (9:00-11:00) ELL Rosetta Stone/Open Skills Lab (9:00 – 11:30) Drop-in Job Search Assistance (2:00-3:30)
11 Discover Your Road to Success (9:00-10:30) BankWork\$ Info Session (9:30-10:30) Career Networking Job Club (10:00-12:00) Drop-in Advising (10:00-12:00) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-3:00) Drop-in Job Search Assistance (2:30-4:00) Career-Boost Info Session(3:00-3:30)	12 Drop-in Resume Assistance (9:00-11:00) Preparing for the Graphic Literacy Assessment (9:00-11:00) BankWork\$ Info Session (1:00-2:00) Drop-in Advising (1:00-3:00) Job Search Strategies (2:00-4:00)	13 Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) Youth Career Connections Information Session (1:00-2:00)	14 Workplace MS Computer Basic (9:00-12:00) Health Careers NW Information Session (10:00-11:00) Oregon Health Insurance Exchange Enrollment (10:00-11:00) Resumes for Job Seekers with a Background (10:00-12:00) Reboot Information Session (11:00-12:00) Interview Workshop (1:00-3:30) Workplace Computer MS Office (1:00-4:00)	15 Drop-in Advising (9:00-11:00) ELL Rosetta Stone/Open Skills Lab (9:00 – 11:30) Drop-in Job Search Assistance (2:00-3:30)
18 Discover Your Road to Success (9:00-10:30) BankWork\$ Info Session (9:30-10:30) Career Networking Job Club (10:00-12:00) Drop-in Advising (10:00-12:00) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-3:00) Drop-in Job Search Assistance (2:30-4:00) Career-Boost Info Session(3:00-3:30)	19 Drop-in Resume Assistance (9:00-11:00) Career Exploration (9:00-12:00) BankWork\$ Info Session (1:00-2:00) Drop-in Advising (1:00-3:00)	20 Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) Youth Career Connections Information Session (1:00-2:00)	21 Health Careers NW Information Session (10:00-11:00) Resumes for Job Seekers with a Background (10:00-12:00) Interview Workshop (1:00-3:30)	22 NCRC Orientation (8:30, NCRC Assessments to Follow) Drop-in Advising (9:00-11:00) ELL Rosetta Stone/Open Skills Lab (9:00 – 11:30) Drop-in Job Search Assistance (2:00-3:30)
25 Discover Your Road to Success (9:00-10:30) BankWork\$ Info Session (9:30-10:30) Career Networking Job Club (10:00-12:00) Drop-in Advising (10:00-12:00) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-3:00) Drop-in Job Search Assistance (2:30-4:00) Career-Boost Info Session(3:00-3:30)	26 Drop-in Resume Assistance (9:00-11:00) BankWork\$ Info Session (1:00-2:00) Drop-in Advising (1:00-3:00) Job Search Strategies (2:00-4:00)	27 Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) Youth Career Connections Information Session (1:00-2:00)	28 Resumes for Job Seekers with a Background (10:00-12:00) Reboot Information Session (11:00-12:00) Interview Workshop (1:00-3:30)	29 Drop-in Advising (9:00-11:00) ELL Rosetta Stone/Open Skills Lab (9:00 – 11:30) Drop-in Job Search Assistance (2:00-3:30)



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
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-Boost Information Session: The Career-Boost Information Session provides an overview of the services available in the Worksource Portland Metro system for SNAP (Supplemental Nutrition Assistance Program) recipient. All Career Boost programs require participants to be receiving SNAP. Some programs have additional requirements.

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 Information Session: Learn about the Health Careers NW grant, which provides training, education, and job search to eligible individuals for high-demand careers in healthcare. Information will be given about program eligibility, enrollment procedures, and grant details.

Health Careers NW for Professional Immigrants: Same focus of the Health Careers NW grant, but for the Professional Immigrant living within the city of Portland boundaries (geographic restrictions to be discussed). **(THIS WORKSHOP CURRENTLY IS NOT BEING OFFERED)**

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)**

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.

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.

Preparing for the Graphic Literacy Assessment: This workshop will expose you to the types of questions that will be on Graphic Literacy Assessment of the **National Career Readiness Certificate (NCRC)**: 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.

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.

TechRise PDX Information Session: Learn information about career pathways in Hardware Support or Software Developer through this grant. Details of the program, application process, and eligibility will be discussed.

WSPM Scholarship Application: Learn how to apply, plan, and help pay for occupational training utilizing WorkSource training funds. Scholarship 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.

Workplace Microsoft Office: Learn how to use MS Word to create a professional resume layout from scratch, how to use MS Excel spreadsheets and formulas to create a basic checkbook, and how to create a PowerPoint presentation.

Youth Career Connections Information Session: This information session will give you an introduction to the State of Oregon funded **Youth Career Connections** program. WorkSource products and