

Monday	Tuesday	Wednesday	Thursday	Friday
	<p style="text-align: center;"><b>OFFICE CLOSED</b></p> <p style="text-align: center;"><b>NEW YEAR'S DAY</b></p>	<p style="text-align: right;">2</p> <p>Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) The Change Center (10:00-11:30) The Change Center (1:00-2:30) Vocational Rehabilitation Information Session (1:00-1:30) Youth Career Connections Information Session (1:00-2:00)</p>	<p style="text-align: right;">3</p> <p>Drop-in Advising (10:00-12:00) Resumes for Job Seekers with a Background (10:00-12:00) Interview Workshop (1:30-4:00)</p>	<p style="text-align: right;">4</p> <p>The Change Center (10:00-11:30) The Change Center (1:00-2:30) Drop-in Job Search Assistance (2:00-3:30)</p>
<p style="text-align: right;">7</p> <p>Discover Your Road to Success (9:00-10:30) Bankwork\$ Information Session (9:30- 10:30) The Change Center (10:00-11:30) Career Networking Job Club (10:00-12:00) Drop-in Advising (10:00-12:00) The Change Center (1:00-2:30) Job Corps Information Session (1:00-2:00) PREP Information Session (1:00-1:30) WSPM Scholarship Application (2:00-3:00) Drop-in Job Search Assistance (2:30-4:00) Career-Boost Info Session (3:00-3:30)</p>	<p style="text-align: right;">8</p> <p>Drop-in Resume Assistance (9:00-11:00) Preparing for the Graphic Literacy Assessment (9:00-11:00) Bankworks Information Session(1:00- 2:00) Drop-in Advising (1:00-3:00) Job Search Strategies (2:00- 4:00)</p>	<p style="text-align: right;">9</p> <p>Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) The Change Center (10:00-11:30) The Change Center (1:00-2:30) Vocational Rehabilitation Information Session (1:00-1:30) Youth Career Connections Information Session (1:00-2:00)</p>	<p style="text-align: right;">10</p> <p>Health Careers NW Information Session (10:00-11:00) Drop-in Advising (10:00-12:00) Resumes for Job Seekers with a Background (10:00-12:00) Interview Workshop (1:30-4:00)</p>	<p style="text-align: right;">11</p> <p>NCRC Orientation (8:30, <b>NCRC Assessments to Follow</b>) The Change Center (10:00-11:30) The Change Center (1:00-2:30) Drop-in Job Search Assistance (2:00-3:30)</p>
<p style="text-align: right;">14</p> <p>Discover Your Road to Success (9:00-10:30) The Change Center (10:00-11:30) Career Networking Job Club (10:00-12:00) Drop-in Advising (10:00-12:00) The Change Center (1:00-2:30) Job Corps Information Session (1:00-2:00) PREP Information Session (1:00-1:30) WSPM Scholarship Application (2:00-3:00) Drop-in Job Search Assistance (2:30-4:00) Career-Boost Info Session (3:00-3:30)</p>	<p style="text-align: right;">15</p> <p>Drop-in Resume Assistance (9:00-11:00) Career Exploration (9:00-12:00) Drop-in Advising (1:00-3:00)</p>	<p style="text-align: right;">16</p> <p>Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) The Change Center (10:00-11:30) The Change Center (1:00-2:30) Vocational Rehabilitation Information Session (1:00-1:30) Youth Career Connections Information Session (1:00-2:00) TechRise PDX Information Session (2:00-3:30)</p>	<p style="text-align: right;">17</p> <p>Drop-in Advising (10:00-12:00) Resumes for Job Seekers with a Background (10:00-12:00) Interview Workshop (1:00-3:30)</p>	<p style="text-align: right;">18</p> <p>The Change Center (10:00-11:30) The Change Center (1:00-2:30) Drop-in Job Search Assistance (2:00-3:30)</p>
<p style="text-align: right;">21</p> <p style="text-align: center;"><b>OFFICE CLOSED</b></p> <p style="text-align: center;"><b>Martin Luther King Jr. Day</b></p>	<p style="text-align: right;">22</p> <p>Drop-in Resume Assistance (9:00-11:00) Interpersonal Skills Workshop (9:00-12:00) Drop-in Advising (1:00-3:00) Job Search Strategies (2:00-4:00)</p>	<p style="text-align: right;">23</p> <p>Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) The Change Center (10:00-11:30) The Change Center (1:00-2:30) Vocational Rehabilitation Information Session (1:00-1:30) Youth Career Connections Information Session (1:00-2:00)</p>	<p style="text-align: right;">24</p> <p>Health Careers NW Information Session (10:00-11:00) Drop-in Advising (10:00-12:00) Resumes for Job Seekers with a Background (10:00-12:00) Interview Workshop (1:30-4:00)</p>	<p style="text-align: right;">25</p> <p>NCRC Orientation (8:30, <b>NCRC Assessments to Follow</b>) The Change Center (10:00-11:30) The Change Center (1:00-2:30) Drop-in Job Search Assistance (2:00-3:30)</p>
<p style="text-align: right;">28</p> <p>Discover Your Road to Success (9:00-10:30) The Change Center (10:00-11:30) Career Networking Job Club (10:00-12:00) Drop-in Advising (10:00-12:00) The Change Center (1:00-2:30) Job Corps Information Session (1:00-2:00) PREP Information Session (1:00- 1:30) WSPM Scholarship Application (2:00-3:00) Drop-in Job Search Assistance (2:30-4:00) Career-Boost Info Session(3:00-3:30)</p>	<p style="text-align: right;">29</p> <p>Drop-in Resume Assistance (9:00-11:00) Drop-in Advising (1:00-3:00)</p>	<p style="text-align: right;">30</p> <p>Discover Your Road to Success (9:00-10:30) Drop-in Job Search Assistance (9:00-10:30) Resume Workshop (9:00-11:00) The Change Center (10:00-11:30) The Change Center (1:00-2:30) Vocational Rehabilitation Information Session (1:00-1:30) Youth Career Connections Information Session (1:00-2:00)</p>	<p style="text-align: right;">31</p> <p>Drop-in Advising (10:00-12:00) Resumes for Job Seekers with a Background (10:00-12:00) Interview Workshop (1:30-4:00)</p>	



**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-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.

**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 Corps Information Session:** This information session provides an overview of eligibility requirements for youth 16-24 years old and will detail the application process.

**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.

**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.

**PREP Information Session:** This Information session is for Justice Involved Individuals who need assistance in gaining employment and/or are interested in training. The PREP Career Coach will provide information about the services offered and how you may qualify.

**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.

**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.

**The Change Center:** Department of Community Justice Workshops.

**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.

**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 services and cost free occupational skills training. This information session may lead to enrollment in the Youth Career Connections program and / or youth attaching to WorkSource services identified in the Information Session. Youth Career Connections is a program open to eligible youth 18-24 who are interested in securing employment, cost free occupational skills training and certifications, referral to youth GED services, support services, case management and follow up to ensure support & success.