

Monday	Tuesday	Wednesday	Thursday	Friday
3 Discover Your Road to Success (9:00-10:30) BankWork\$ Info Session (9:30-10:30) Drop-in Advising (10:00-12:00) PREP Information Session (1:00-1:30) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-3:00) Career-Boost Info Session (3:00-3:30)	4 Preparing for the Graphic Literacy Assessment (9:00-11:00) BankWork\$ Info Session (1:00-2:00) Drop-in Advising (1:00-3:00)	5 Discover Your Road to Success (9:00-10:30) Resume Workshop (9:00-11:00) Youth Center Orientation (3:30-4:30)	6 Drop-in Advising (10:00-12:00) Resumes for Job Seekers with a Background (10:00-12:00) Interview Workshop (1:30-4:00)	7
10 Discover Your Road to Success (9:00-10:30) BankWork\$ Info Session (9:30-10:30) Drop-in Advising (10:00-12:00) PREP Information Session (1:00-1:30) Job Corps Information Session (1:00-2:00)	11 Career Exploration (9:00-12:00) BankWork\$ Info Session (1:00-2:00) Drop-in Advising (1:00-3:00) Job Search Strategies (2:00-4:00)	12 Discover Your Road to Success (9:00-10:30) Resume Workshop (9:00-11:00) Youth Center Orientation (3:30-4:30)	13 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) Health Careers NW Information Session for Professional Immigrants (1:00-2:00) Interview Workshop (1:30-4:00)	14 NCRC Orientation (8:30-9:00) NCRC Working Documents (9:00-10:30) NCRC Applied Math (10:30-12:00) NCRC Graphic Literacy (12:00-1:30)
17 Discover Your Road to Success (9:00-10:30) BankWork\$ Info Session (9:30-10:30) Drop-in Advising (10:00-12:00) PREP Information Session (1:00-1:30) Job Corps Information Session (1:00-2:00) WSPM Scholarship Application (2:00-3:00) Career-Boost Info Session (3:00-3:30)	18 Interpersonal Skills Workshop (9:00-12:00) BankWork\$ Info Session (1:00-2:00) Drop-in Advising (1:00-3:00)	19 Discover Your Road to Success (9:00-10:30) Resume Workshop (9:00-11:00) TechRise PDX Information Session (2:00-3:30) Youth Center Orientation (3:30-4:30)	20 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)	21
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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.

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

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.

Health Careers NW Information Session 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).

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)**

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.

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 Center Orientation: SE Works Youth Center students, ages 18 – 21, can study to complete their GED and prepare for transition to post-secondary education and/or training.