

Monday	Tuesday	Wednesday	Thursday	Friday
2 Discover Your Road to Success (9:00-10:30) Drop-in Advising (10:00-12:00) PREP Information Session (1:00-1:30) Job Corps Information Session (1:00-2:00)	3 Goodwill Word Intro (9:30-11:30) Goodwill Word Intermediate (12:30-3:30) Drop-in Advising (1:00-3:00)	4 Discover Your Road to Success (9:00-10:30) Resume Workshop (9:00-11:00) Goodwill Excel Intro (9:30-11:30) Goodwill Excel Intermediate (12:30-3:30) Vocational Rehabilitation (1:00-5:00) Youth Center Orientation (3:30-4:30)	5 Resumes for Job Seekers with a Background (10:00-12:00) Drop-in Advising (10:00-12:00)	6
9 Discover Your Road to Success (9:00-10:30) Drop-in Advising (10:00-12:00) PREP Information Session (1:00-1:30) Job Corps Information Session (1:00-2:00) Youth Programming Info Session (2:00-3:00) WSPM Scholarship Application/ Career Boost Info Session (2:00-3:30)	10 Career Exploration (9:00-12:00) CareerWork\$ Medical Info Session (10:00-11:00) Jim Haake Networking to Employment (11:00-12:00) Drop-in Advising (1:00-3:00)	11 Discover Your Road to Success (9:00-10:30) Vocational Rehabilitation (1:00-5:00) Youth Center Orientation (3:30-4:30)	12 Health Careers NW Information Session (10:00-11:00) Drop-in Advising (10:00-12:00) CareerWork\$ Medical Info Session (11:00-12:00) Interview Workshop (1:30-4:00)	13 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)
16 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)	17 Interpersonal Skills Workshop (9:00-12:00) BankWork\$ Info Session (1:00-2:00) Drop-in Advising (1:00-3:00)	18 Discover Your Road to Success (9:00-10:30) Resume Workshop (9:00-11:00) Vocational Rehabilitation (1:00-5:00) CareerWork\$ Medical Info Session (1:30-2:30) Youth Center Orientation (3:30-4:30)	19 Drop-in Advising (10:00-12:00) Resumes for Job Seekers with a Background (10:00-12:00) Health Careers NW for Professional Immigrants Info Session (2:00-3:00)	20 PYB Social Media for Job Search Success (9:00-11:00)
23 Discover Your Road to Success (9:00-10:30) 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/ Career Boost Info Session (2:00-3:30)	24 Jim Haake Networking to Employment (11:00-12:00) BankWork\$ Info Session (1:00-2:00) Drop-in Advising (1:00-3:00)	25 Discover Your Road to Success (9:00-10:30) CareerWork\$ Medical Info Session (11:00-12:00) Vocational Rehabilitation (1:00-5:00) Youth Center Orientation (3:30-4:30)	26 Drop-in Advising (10:00-12:00) Resumes for Job Seekers with a Background (10:00-12:00)	27 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)
30 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) CareerWork\$ Medical Info Session (1:30-2:30)	31 Job Search Strategies (9:00-11:00) Drop-in Advising (1:00-3:00)			



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
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 Work\$ Medical Info Session: The CareerWork\$ Medical Information Session provides an overview of the CareerWork\$ Medical 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.

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.

Goodwill Excel Introduction: Introduces students to the Microsoft Excel environment. Students must know how to use the mouse and keyboard to make selections and type on the screen. Topics covered include: ribbon overview, opening, closing and saving a workbook, font and numbers formatting, inserting columns, rows and worksheets, selecting and working with cells.

Goodwill Excel Intermediate: Class builds on *Excel Introduction*. Successful completion of *Excel Introduction* recommended for students of this class. Gain practice using standard Microsoft Office Excel functions such as: basic formulas, page layout, breaks and orientation, formatting cells and tables, headers and footers, scaling, inserting charts and pictures.

Goodwill Word Introduction: Hands-on class introduces students to the Microsoft Word environment. Students must know how to use the mouse and keyboard to make selections and type on the screen. Topics covered include: Ribbon Overview, Opening, Closing and Saving a document, Formatting and aligning text, inserting page numbers, using the clipboard and find and replace.

Goodwill Word Intermediate: Hands-on class builds on *Word Introduction*. Successful completion of *Word Introduction* recommended for students of this class. Gain practice using standard Microsoft Office Word functions such as: setting margins, inserting headers, footers and tables, adding an automatic date field, tracking changes and inserting comments.

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.

Professional Immigrant Information Session – PICP and Health Careers NW: 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)**

Networking to Employment (Formerly Jim Haake 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 have the opportunity to meet potential employers when available.

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

Social Media for Job Search Success: Learn how to use LinkedIn strategically for personal branding, networking and finding work in the hidden job market. Discover the three elements that 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/ Career Boost Info Session: Learn how to apply, plan, and help pay for occupational training utilizing WorkSource training funds. Scholarship are limited and not every application is approved./ 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.

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.

Youth Programming Information Session: For ages 16 – 24: Do not let past involvement in the justice system stand between you and a career. Learn about our programs that lead to career-track employment in a variety of industries. All programs provide access to the following opportunities: paid work experience, GED classes, cash incentives, transportation assistance, certification and training opportunities, job placement and more!