



# August 2017

**Registration is Required!** Ask us how to sign up.  
 WorkSource Tualatin Hours Monday – Friday 8:00- 5:00pm

**WorkSource Tualatin**  
 7995 SW Mohawk Street, Tualatin, OR  
 503-612-4200  
[www.worksourceportlandmetro.org](http://www.worksourceportlandmetro.org)

Mon	Tue	Wed	Thu	Fri
	<b>1 Interview Workshop</b> 8:30-11:00, Classroom	<b>2</b>	<b>3 Workplace Computer-Basics</b> 9:00-12:00, Computer Lab <b>Open Skills Lab</b> 1:00-4:00, Computer Lab	<b>4</b>
<b>7</b>	<b>8 Resume Workshop</b> 8:30-11:00, Classroom <b>Resume Lab</b> 1:00–3:00; Computer Lab	<b>9</b>	<b>10</b>	<b>11</b>
<b>14</b>	<b>15 Interview Workshop</b> 8:30-11:00, Classroom <b>Social Media for Job Search Success</b> 1:00-4:00; Classroom	<b>16 Know Your Job Market Workshop</b> 9:00-12:00; Conference Room B	<b>17 NCRC Assessment, Computer Lab</b> <b>Orientation</b> 9:00-9:30 <b>Reading for Inform.</b> 9:30-11:00 <b>Applied Math</b> 11:00-12:00 <b>Locating Information</b> 1:00-2:00 <b>WSPM Scholarship Workshop</b> 9:00-10:30, Classroom <b>Reboot Information Session</b> 10:30-11:30, Classroom	<b>18</b>
<b>21 Interpersonal Skills Workshop</b> 1:00-4:00; Classroom	<b>22</b>	<b>23 Job Corps Orientation</b> 3:00-4:30, Classroom	<b>24</b>	<b>25 Veterans Job Club</b> 8:30-11:30;; Computer Lab <b>Networking for High Tech and Manufacturing</b> 9:30 – 11:00; Classroom
<b>28 Preparing for Locating Information Assessment</b> 10:00-12:00; Classroom <b>Career Exploration</b> 12:30-4:30, Computer Lab	<b>29 Resume Workshop</b> 8:30-11:00, Classroom <b>Resume Lab</b> 1:00–3:00; Computer Lab	<b>30</b>	<b>31 WSPM Scholarship Workshop</b> 9:00-10:30, Classroom <b>Reboot Information Session</b> 10:30-11:30, Classroom	

**Workshop Descriptions on Reverse**

**Please be on time!**

Register online at: [www.worksourceportlandmetro.org](http://www.worksourceportlandmetro.org)

*WorkSource Tualatin is an equal opportunity employer/program. Auxiliary aids and services, alternate formats and language services are available to individuals with disabilities and limited English proficiency upon request. All classes free of cost. Programs are financed in whole or in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor. To place free relays call in Oregon dial 711.*

## Skill Development Workshops at WorkSource Tualatin

**Career Exploration:** Through various web-based assessment tools and resources, you will explore career options based upon your own workplace values, interests, skills, and the local labor market.

**NCRC:** National Career Readiness Certificate, document your skills with a certificate recognized by employers across the country. All sessions are required to be taken on the same date. **Register for all 4 of the following:** Orientation, Locating Information, Applied Math, and Reading for Information.

**Preparing for the Locating Information Assessment:** The National Career Readiness Certificate (NCRC) is composed of three assessments—Applied Mathematics, Reading for Information and Locating Information. Locating Information measures the skills people use when they work with workplace graphics and is the most difficult of the three NCRC tests. This workshop prepares you to be more successful on this assessment by helping you understand how to use simple to advanced workplace graphs, tables, charts, forms, flowcharts, maps, and diagrams. It will also provide on-line and Center-based resources that you can access to help you practice and prepare for the assessment.

**Open Skills Lab:** Scheduled time in the Learning Lab to work on specific learning objectives including basic keyboarding, mouse, online learning for Basic, Intermediate and Advanced computer, math and reading comprehension, and resume building.

**Workplace Computer Basic:** Beginning computer instruction, learn to open files, overview of email use, and Overview of Windows.

**Interpersonal Skills Workshop:** Do you want to know the secrets of what an employer is REALLY looking for when they interview you? Do you want to learn how to be promote-able in an organization? It all comes down to your interpersonal skills or soft skills. Our area employers have told us what interpersonal skills they feel are the most important to them. They are: Proactive Communication & Collaboration, Reliability, Self-Management, and Taking Initiative. You will learn what each of these interpersonal qualities mean and how to articulate and demonstrate them during an interview so that employers hire you.

**On-The-Job Training Orientation:** On-The-Job Training (OJT) is a resource available to you as a WorkSource customer. In this workshop you will learn about the program and how you can use OJT to market yourself to potential employers.

**WSPM Scholarship Application:** Learn about the occupational training funding available through WorkSource Portland Metro. This workshop introduces you to the types of occupational training available and the process for applying for training tuition support. Please note: You must live or work in Multnomah or Washington county in order to be eligible for this support.

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

## Job Search Workshops at WorkSource Tualatin

**Interview Workshop:** Having the proper skills is crucial for landing any job. Knowing how to present those skills at a job interview is just as important. With strategies for preparing for job interviews and tips for handling challenging questions, this workshop will help you make a strong impression.

**Resume Workshop:** Your resume is the first impression you will make on a potential employer. Learn the basics of putting one together, including choosing the right format. Get answers to some common questions about resumes.

**Resume Lab:** A good resume is your first impression. This instructor led computer lab time dedicated to creating and/or improving your resume. Bring your rough draft with a job description and get assistance tailoring your resume to fit the job. Assistance with formatting and content is also available. Prerequisites include: Flash Drive, Basic computer skills, and a current resume.

**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.

**Know Your Job Market Workshop:** This workshop intended to assist job seekers understand the labor market dynamics and their relation to it, and where to find information to help improve their employment outlook.

## Other Workshops only available at WorkSource Beaverton/Hillsboro, 241 SW Edgeway Drive, Beaverton, OR

**Health Center NW Information Sessions:** This information session will give you an introduction to the Health Careers NW program (also called HPOG). Health Careers NW is a WorkSource Portland Metro program that provides coaching, training and job placement support to low-income adults interested in a career in healthcare. This information session is for people who are receiving SNAP (food stamps), TANF, or Medicaid. Not all eligible applicants will be selected to participate in these opportunities.

**High Tech Networking Group:** Weekly meetings to support individuals from any industry in the process of finding employment. Job search skills and job leads shared weekly. **M & F, 9:30-11:00**

8/4 **Emily Starbuck** – The High Tech Economy & Employment  
in Portland

8/11 **Brent Logan** – Getting Your Resume to the Hiring Manager  
8/14 **Daniel Brewer** – Performance Based Interviewing

8/21 **How to Keep your Spirits Up**  
8/25 **Alan Osborn** – What's current in Portland IT and SW

8/7 **Paul Anderson** – Tactical Career Search – DVD

8/18 **Paul Anderson** – Strategic Career Search - DVD

8/28 **Mark Wills** – Using Google Docs and other tools in your  
job search

**ELL Rosetta Stone:** Language software instruction to learn English for ELL students. All levels of English Language Learners welcome.

**ELL Job Readiness Course:** 5 day class for English Language Learners. Learn job search skills. Get help preparing a resume. Learn how to answer interview questions; use the computer to job search online; Set up an email account for job search. Learn about short term training opportunities. Designed for English language learners level 3-5, but potential 2-6 reading level depending on speaking level.

**Rethinking Job Search Information Session:** Rethinking Job Search is a series of 2 hour workshops three days a week over 4 consecutive weeks. Participants learn how to identify and tackle risky thinking, understand and manage emotions, and plan and take action in their job search. You may be eligible if you are: At least 18 years old, have a High School Diploma / GED and are receiving Oregon Unemployment Insurance. How to sign up? Go to [www.rethinkingjobsearch.org](http://www.rethinkingjobsearch.org) and complete the online eligibility survey.