

# September 2018 Workshop Calendar

FREE WORKSHOPS



\*\*\* There is no cost to attend workshops although registration is required to attend all. Space is limited, so please log into your My WorkSource page to reserve your seat today.\*\*\*

\*\*No hay costo para asistir a los talleres. Registración es requerida para poder atender a todos los talleres. El espacio es limitado, por favor metase asu cuenta de Mi WorkSource para reservar su asiento ahora. \*\*

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>3</b>  <b>LABOR DAY</b>  <b>Closed for Holiday</b>	<b>4</b>  Résumés: Marketing Yourself in the 21st Century 2:00 - 4:00	<b>5</b>	<b>6</b>	<b>7</b>
<b>10</b>  WorkSource Orientation 2:00—3:00	<b>11</b>  Successful Workplace Fundamentals 2:00-4:00	<b>12</b>  National Career Readiness Certificate 8:30-12:30 Disponible en Español  <i>Please bring photo I.D. to your NCRC session</i>	<b>13</b>  Mastering the Art of Interviewing 2:00— 4:00	<b>14</b>
<b>17</b>  WorkSource Orientation 2:00—3:00	<b>18</b>  Learn Computer Basics 2:00-4:00	<b>19</b>  Successful State Applications 1:00-3:00	<b>20</b>  Résumés: Marketing Yourself in the 21st Century 2:00 - 4:00	<b>21</b>
<b>24</b>  WorkSource Orientation 2:00—3:00	<b>25</b>  Spanning Generations in the Workplace 2:00-4:00	<b>26</b>  National Career Readiness Certificate 8:30-12:30 Disponible en Español  <i>Please bring photo I.D. to your NCRC session</i>	<b>27</b>  Professional Networking 2:00 - 4:00	<b>28</b>
				<b>Please arrive on time for your scheduled workshop. If you arrive 10 minutes late you will be asked to reschedule &amp;</b>

## Workshop Descriptions

**WorkSource Orientation:** An Informative Session about the Resources and Opportunities available at WorkSource Oregon



**Successful Workplace Fundamentals:** Learn to succeed in any workplace with the skills that employ-

**Professional Networking:** Learn to make new connections using face to face and online opportunities

**Mastering the Art of Interviewing:** Learn to present yourself professionally in an interview and practice answering the most common questions

**Résumés: Marketing Yourself in the 21st Century :** How to target and format your resume to show you are the best candidate. Learn to use Resume Hero to create and manage your resume

**Successful State Applications :** Get that interview! Learn to navigate NEOGOV to apply for state positions, answer supplemental questions and complete the application process

**Learn Computer Basics:** Learn to use a computer for job search and applying for jobs

**Spanning Generations in the Workplace** This workshop is designed to help understand generations and what shaped them. Identify values, strength and challenges and provide practical tools to successfully bridge the gap

**National Career Readiness Certificate:** Prove to employers that you have the foundational skills to succeed. Assess your skills in Applied Math, Graphic Literacy, and Workplace Documents and earn a nationally recognized certificate

ALSO AVAILABLE: Ask about ResCare Academy, Train Oregon, Re-Thinking Your Job Search and Roadmaps to Success

### To Register for a Workshop

- 1) Complete the Welcome process in person at your local WorkSource
- 2) Log in to your account at [imatchskills.com](http://imatchskills.com)
- 3) Click on the "My WorkSource" link
- 4) Click on the "Workshops" button
- 5) Click the calendar or list button
- 6) Follow the instructions to choose your workshop

Workshops are available in Spanish upon request. If interested, please contact your nearest WorkSource center for more details. Los talleres están disponibles en español a su solicitud . Si está interesado, por favor póngase en contacto con su centro de WorkSource más cercana para obtener más detalles.

Willamette Workforce Partnership/ResCare is an equal opportunity program/employer. Language assistance is available to individuals with limited English proficiency free of cost. Auxiliary aids or services are available upon request to individuals with disabilities. Oregon Relay 1-800-735-2900.

Willamette Workforce Partnership/ResCare es un programa/empleador que respeta la igualdad de oportunidades. Hay asistencia de idiomas para personas con conocimiento limitado del inglés sin costo y servicios auxiliares disponibles a pedido para discapacidades. Oregon Relay 1-800-735-2900

