



# WORKSOURCE ALBANY

## JANUARY 2018

### FREE WORKSHOPS

139 SE 4<sup>th</sup> Ave. Albany, OR PH: (541) 967-2171 Ext. 11000

This is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>1 <b>HOLIDAY</b>  <b>OFFICE CLOSED</b></p>	<p>2 <b>1:00 – 4:00 pm</b> <b>G.E.D. Orientation Day 1</b></p>	<p>3 <b>9:00-9:30 a.m.</b> WorkSource Orientation <b>9:30 – 10:00 am</b> Training Opportunities <b>2:00-4:00 pm</b> Basic Computer Week 1: Passwords, Computer Terms, the Keyboard, Mouse Usage(2hrs) <b>4:00-5:00 pm</b> Open Computer Lab</p>	<p>4 <b>1:00 – 4:00 pm</b> <b>G.E.D. Orientation Day 2</b>  <b>8:15 am – 12:30 pm</b> National Career Readiness Certificate (NCRC) Exam</p>	<p>5  <b>9:30 – 11:30 am</b> Neo Gov- How to apply for State and Local Government Jobs</p>
<p>8  <b>9:00–12:00 pm</b> G.E.D. class  <b>9:00 – 12:00 pm</b> Identifying Essential Workplace Skills</p>	<p>9 <b>9:00 am – 12:00 pm</b> Professional Networking for your Success  <b>1:00 – 4:00 pm</b> <b>G.E.D. Orientation Day 1</b></p>	<p>10 <b>9:00–12:00 pm</b> G.E.D. class <b>9:00-9:30 a.m.</b> WorkSource Orientation <b>9:30 – 10:00 am</b> Training Opportunities <b>2:00-4:00 pm</b> Basic Computer week 2: Using MS Word for Document Management and Job Search(2 hrs) <b>4:00-5:00 pm</b> Open Computer Lab</p>	<p>11  <b>1:00 – 4:00 pm</b> <b>G.E.D. Orientation Day 2</b></p>	<p>12  <b>9:00–12:00 pm</b> G.E.D. class</p>
<p>15 <b>HOLIDAY</b>  <b>OFFICE CLOSED</b></p>	<p>16</p>	<p>17 <b>9:00–12:00 pm</b> G.E.D. class <b>9:00-9:30 a.m.</b> WorkSource Orientation <b>9:30 – 10:00 am</b> Training Opportunities <b>2:00-4:00 pm</b> Basic Computer Week 3: Using the Internet for Job Search (2 hrs) <b>4:00-5:00 pm</b> Open Computer Lab</p>	<p>18  <b>8:15 am – 12:30 pm</b> National Career Readiness Certificate (NCRC) Exam</p>	<p>19  <b>9:00–12:00 pm</b> G.E.D. class  <b>9:30 – 11:30 am</b> Neo Gov- How to apply for State and Local Government Jobs  <b>12:00 – 5:00 pm</b> Job Corp Orientation</p>
<p>22  <b>9:00–12:00 pm</b> G.E.D. class  <b>9:00 am–12:00 pm</b> Resumes &amp; Cover Letters</p>	<p>23 <b>9:00 am – 12:00 p.m.</b> Interviewing</p>	<p>24 <b>9:00–12:00 pm</b> G.E.D. class <b>9:00-9:30 a.m.</b> WorkSource Orientation <b>9:30 – 10:00 am</b> Training Opportunities <b>2:00-4:00 pm</b> Basic Computer Week 4: Setting up Email/Gmail account and using Email for Job Search (2hrs) <b>4:00-5:00 pm</b> Open Computer Lab</p>	<p>25</p>	<p>26  <b>9:00–12:00 pm</b> G.E.D. class</p>
<p>29  <b>9:00–12:00 pm</b> G.E.D. class</p>	<p>30</p>	<p>31 <b>9:00–12:00 pm</b> G.E.D. class <b>9:00-9:30 a.m.</b> WorkSource Orientation <b>9:30 – 10:00 am</b> Training Opportunities <b>2:00-4:00 pm</b></p>		

## WorkSource Oregon Job Search Workshops at No Cost to You Locations: Albany & Lebanon

### Required to Attend:

1. You must be **Fully Registered** in **iMatchSkills**.
2. You must have completed the **Welcome Process**
3. Sign up for these workshops by using the **MyWorkSource** scheduling tool on the Main Menu of your iMatchSkills®

### **Basic Computer: Available in Albany and Lebanon (For Lebanon all 4 sessions will be included in week 1)**

NOTE: You must be fully registered in iMatchSkills® at the latest by 12:30 on the day of the workshop you plan to attend. Class starts on time.

Week 1: Passwords, Computer Terms, the Keyboard, Mouse Usage (2 hrs)

Week 2: Using Microsoft Word for Document Management and Job Search (2 hrs)

Week 3: Using the Internet for Job Search (2 hrs)

Week 4: Setting up an Email/Gmail account and using Email for Job Search (2 hrs)

### **Open Computer Lab: Available in Albany**

Practice what you learned in the Basic Computer Class workshop!

### **G.E.D. Orientation: Available in Albany Attendance to Day 1 and Day 2 is REQUIRED** in order to attend G.E.D. classes

Contact: Robb Vancil @ 541-243-3911 for more information

### **G.E.D. Class: Available in Albany**

Contact: Robb Vancil @ 541-243-3911 for more information

### **National Career Readiness Certificate (NCRC) Exam: Available in Albany**

Take the National Career Readiness Certificate exam.

### **Neo Gov - How to apply for State and Local Government Jobs: Available in Albany**

Learn how government agencies process applications and choose people to interview. Receive tips on how to market yourself to increase your candidacy for employment. This class will focus on state jobs. Many government bodies now use Neogov.

### **Identifying Essential Workplace Skills: Available in Albany and Lebanon**

Learn about the essential workplace skills desired by employers such as; proactive communication, initiative, reliability and self-management

### **Interviewing: Available in Albany and Lebanon**

Learn about preparing for an interview, answering common interview questions, using proper interview etiquette, and practicing interview skills.

### **Job Corps Orientation: Available in Albany**

Orientation to Academic & Training programs for qualified 16-24 year olds. Pre-registration preferred. For more information or to register, contact Chris @ 541-686-7514 or email to [mirabal.chris@jobcorps.org](mailto:mirabal.chris@jobcorps.org).

### **Professional Networking for Success: Available in Albany and Lebanon**

Learn networking basics, including how to craft an elevator speech, manage your online profile, and use technology as a networking tool

### **Resumes & Cover Letters: Available in Albany and Lebanon**

Learn the purpose of a resume, the types of resume and their components, as well as how to tailor and format an error-free resume.

### **Talent Link Networking Group: Available in Albany**

Explore networking possibilities in a supportive environment with other Talent Link Job Seekers

### **Training Opportunities: Available in Albany and Lebanon**

Need help planning for a career change? Learn about on-the-job training and scholarship opportunities.

Calendars are updated monthly and are available online at <http://communityservices.us/jobs/> or [www.oregon.gov/employ](http://www.oregon.gov/employ). Under Job Seekers, click on WorkSource (WS) Centers; Click on Albany or Lebanon; under Services & Partner Information click on the appropriate month's Workshops, then Download and then Open (Rev.3-2017)

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