

APRIL 2018

 **WORKSOURCE CLACKAMAS** Classes near you... at no cost to you.

Mon	Tue	Wed	Thu	Fri	Sat
2 OC Library 10-11:30am Job Search Success 12-1:30pm Resume Ready 1:30-3:30pm Social Media & Job Searching	3 Milwaukie 10-12pm Acing The Interview 12:30-2:30pm Interview Coaching 2:30-4:30pm Skills for Work & Life	4 Milwaukie 10-12pm Job Search Success 12:30-2:30pm Resume Ready 2:30-4:30pm Social Media & Job Searching	5 Milwaukie 10-12pm Acing The Interview 12:30-2:30pm Interview Coaching 2:30-4:30pm Skills for Work & Life	6 WorkSource 10-12pm Employer Spotlight Guest: All-Star Labor & Staffing 12:30-4:30pm Resume Lab and Application Review	7
9 OC Library 10-11:30am Acing The Interview 12-1:30pm Interview Coaching 1:30-3:30pm Skills for Work & Life	10	11 Oak Grove 12:30-2pm Job Search Success 2-3:30pm Resume Ready 3:30-5pm Skills for Work & Life	12 Oak Grove 12:30-2pm Social Media & Job Searching 2-3:30pm Acing The Interview 3:30-5pm Interview Coaching	13 Oregon City 10-12pm Job Search Success 12:30-2:30pm Resume Ready 2:30-4:30pm Social Media & Job Searching	14
16 Milwaukie 10-12pm Job Search Success 12:30-2:30pm Resume Ready 2:30-4:30pm Social Media & Job Searching	17	18 Milwaukie 10-12pm Acing The Interview 12:30-2:30pm Interview Coaching 2:30-4:30pm Skills for Work & Life	19	20 WorkSource 10-12pm Employer Spotlight Guest: DWFrutz 12:30-4:30pm Resume Lab and Application Review	21
23	24 Milwaukie 10-12pm Job Search Success 12:30-2:30pm Resume Ready 2:30-4:30pm Social Media & Job Searching	25 Milwaukie 10-12pm Job Search Success 12:30-2:30pm Progress and Motivation Support	26 Milwaukie 10-12pm Acing The Interview 12:30-2:30pm Interview Coaching 2:30-4:30pm Skills for Work & Life	27 Oregon City 10-12pm Acing The Interview 12:30-2:30pm Interview Coaching 2:30-4:30pm Skills for Work & Life	28
30	1 Milwaukie 10-12pm Job Search Success 12:30-2:30pm Resume Ready 2:30-4:30pm Social Media & Job Searching	2 Milwaukie 10-12pm Acing The Interview 12:30-2:30pm Interview Coaching 2:30-4:30pm Skills for Work & Life	3 Milwaukie 10-12pm Job Search Success 12:30-2:30pm Resume Ready 2:30-4:30pm Social Media & Job Searching	4 WorkSource 10-12pm Employer Spotlight Guest: Relay Resources 12:30-4:30pm Resume Lab and Application Review	5 * Win a \$25 Gift

LOCATIONS

- Milwaukie**— Northwest Family Services, 6200 SE King Road Portland, OR 97222 • (503) 546-6377
- Oak Grove**— Oak Lodge Library, 16201 SE McLoughlin Blvd. Oak Grove, OR 97267
- OC Library**— Oregon City Public Library, 606 John Adams St, Oregon City, OR 97045
- Oregon City**— Pioneer Community Center, 615 5th Street Oregon City, OR 97045
- Wilsonville**— Parks and Recreation Administrative Offices, 29600 SW Park Place Wilsonville, OR 97070
- WorkSource**— 506 High St. Oregon City, OR 97045 • (971) 673-6400

*Complete the series of 8 Classes for the best chance of landing the job of your dreams!
Once we confirm your participation in at least 6 classes, you will be automatically entered into a drawing for a \$25.00 gift card courtesy of Northwest Family Services. The drawing will be held in September and March of each year.

Land the job of your dreams with these Top **8** Classes!

Northwest Family Services in collaboration with WorkSource Clackamas offers workshops to assist you with all aspects of your job search, from ways to revitalize your resume to job retention skills. In our workshops you will be able to learn new trends about the use of social media in job searching, resume writing, interview techniques, positive communication and more. The most experienced job seekers can always learn something new in our workshops!

Workshops are delivered in various locations in Clackamas County by our team of experienced staff. Ideally you will attend to the whole series of classes at the location of your preference. You will see the series color coded in the monthly calendar. Choose the *Resume Lab & Application Review* or *Interview Coaching* workshops for individual assistance, or join the group workshops and receive the added benefit of peer support.

To start your registration, preferably please login into your I-Match account and go to “My WorkSource” to select the workshop series, or, if you do not have access to a computer or experience any issue registering, just come to any of the workshops and we will register you.

Workshop Descriptions

Job Search Success

Learn the 6 ways to access the hidden job market! This workshop will introduce you to effective techniques for finding and accessing hidden and traditional job market employment opportunities including social media, online job boards and hidden and traditional markets. Stay motivated and energize your day-to-day job search activities!

Resume Ready

Learn 10 ways to revitalize your resume! Resume Ready imparts practical examples on writing a cover letter and resume for today's standards. Discover how to respond to the needs of the employer and the job posting to ensure you are noticed. Learn the best ways to complete paper applications as well as online applications that are designed to screen for key words. If you have a resume, bring it with you.

Resume Lab and Application Review

Take this opportunity to access computers to work on your resume. Receive individualized feedback to customize and target resumes and applications for specific job announcements. If you have a resume, bring it with you.

Acing the Interview

Discover the 10 interview game changers! You only get one chance to make a great first impression. That adage has never been more true than in an interview. Learn how to not only survive but thrive to get that coveted job offer!

Interview Coaching

Interview time! Interviews can raise anxiety. This workshop will prepare you to perform and say the right things in the right ways. Get personalized support and practice to effectively interview with confidence and ease.

Social Media and Job Searching

1 in 3 employers reject candidates based on something they uncover about them online. Learn the 4 most commonly used Social Media platforms for networking and job searching. Excel at managing your online presence and professional profile.

Skills for Work and Life

Learn the 10 essentials to stand out as a new employee! This 2-hour workshop is basic training for how to exceed your employer's expectations during your first 90 days on the job.

Progress and Motivation Support

Keep up your motivation! This workshop will help job seekers and career changers connect to increase their potential to find or improve employment. Participating on this session will be a great way to keep the job search momentum! Also, learn more about WorkSource Clackamas and its menu of resources and services.

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How the Calendar Works

Ideally, please attend all the classes offered in your selected location. When you complete 6 classes you are entered in a drawing of a \$25 gift card courtesy of Northwest Family Services.

Also, check out the **Employer Spotlight Events on Fridays twice a month**; you want to attend these wonderful events to receive mentoring from HR recruiters, to practice for your interview and to network!

Here is a calendar example:

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