



WORKSOURCE ALBANY

JANUARY 2017

FREE WORKSHOPS

139 SE 4th 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
2 HOLIDAY OFFICE CLOSED	3 9:00 am–12:00 pm Resumes & Cover Letters 1:00 – 4:00 pm G.E.D. Orientation Day 1	4 9:00 – 9:30 am WorkSource Orientation 2:00-4:00 pm Basic Computer Week 1: Passwords, Computer Terms, the Keyboard, Mouse Usage (2hrs) 4:00-5:00 pm Open Computer Lab	5 8:30 am – 12:30 pm National Career Readiness Certificate (NCRC) Exam 1:00 – 4:00 pm G.E.D. Orientation Day 2	6 9:30 – 11:30 am Neo Gov-How to apply for State and Local Government Jobs
9 9:00 – 11:00 am Identifying Essential Workplace Skills 11:00 am –12:00 pm Training Opportunities 9:00 am –12:00 pm G.E.D. class	10 9:00 – 11:00 am Applications & Internet Job Search 11:00 am – 12:00pm Professional networking for your success 1:00 – 4:00 pm G.E.D. Orientation Day 1	11 9:00 am –12:00 pm G.E.D. class 9:00 – 9:30 am WorkSource Orientation 2:00-4:00 pm Basic Computer week 2: Using MS Word for Document Management and Job Search (2 hrs) 4:00-5:00 pm Open Computer Lab	12 8:30 am – 12:30 pm National Career Readiness Certificate (NCRC) Exam 1:00 – 4:00 pm G.E.D. Orientation Day 2	13 9:00 am –12:00 pm G.E.D. class
16 HOLIDAY OFFICE CLOSED	17 9:00 am – 12:00 p.m. Interviewing	18 9:00 am –12:00 pm G.E.D. class 9:00 – 9:30 am WorkSource Orientation 2:00-4:00 pm Basic Computer Week 3: Using the Internet for Job Search (2 hrs) 4:00-5:00 pm Open Computer Lab	19 8:30 am – 12:30 pm National Career Readiness Certificate (NCRC) Exam	20 9:00 am –12:00 pm G.E.D. class 9:30 – 11:30 am Neo Gov-How to apply for State and Local Government Jobs 12:00 – 5:00 pm Job Corp Orientation
23 9:00 am–Noon Resumes & Cover Letters 9:00 am –12:00 pm G.E.D. class	24 9:00 am – 12:00 p.m. Interviewing	25 9:00 am –12:00 pm G.E.D. class 9:00 – 9:30 am WorkSource Orientation 2:00-4:00 pm Basic Computer Week 4: Setting up Email/Gmail account and using Email for Job Search (2hrs) 4:00-5:00 pm Open Computer Lab	26 8:30 am – 12:30 pm National Career Readiness Certificate (NCRC) Exam	27 9:00 am –12:00 pm G.E.D. class
30 9:00 am–12:00 p.m. Resumes & Cover Letters 9:00 am –12:00 pm G.E.D. class	31 9:00 am – 12:00 p.m. Interviewing			

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®

Applications & Internet Job Search available in Albany and Lebanon

Learn how to make the most of your job application, as well as how to use online resources to find labor market information and job postings.

Basic Computer available in Albany

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 @ 541-704-7656 for more information

G.E.D. Class available in Albany

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National Career Readiness Certificate (NCRC) Exam available in Albany and Lebanon

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

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.

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

WorkSource Orientation available in Albany and Lebanon

An introduction to the workshops and services available through WorkSource Oregon and the Workforce Innovation and Opportunity Act (WIOA).

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.

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. 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.2-2016)

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