



January 2010

To Make a Reservation Call: (971) 673-6400 x22473

*Reservations are Required. Please call to cancel if not able to attend. Thank you.*

Sponsored by the Workforce Investment Council of Clackamas County (WICCO)

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1/4</b> 9:00-11:00 Networking Workshop(B240) 10:30-12:00 Skills Lab (M) 2:00-3:45 Resume Lab (M132) 4:00-5:30 Interviewing Lab (M132) 3:30-5:00 Skills Lab (M)	<b>1/5</b> 9-2:00 Fast Track Job Search (B240) 9-12:30 Career Mapping(E) 10:30-12 Skills Lab (M) 1:30-3:00 Un-Retirement/ 55+ (M257) 3:30-5:00 Skills Lab (M) 4-5:00 Youth Employment Lab (M)	<b>1/6</b> 10:30-12:00 Skills Lab (M) 1-4:00 Job Corp Orientation (E) 3:30-5:00 Skills Lab (M) 4-5:00 Youth Employment Lab (M)	<b>1/7</b> 10:30-12 Skills Lab (M) 1:00-3:00 Social Networking Lab (B240) 3:30-5:00 Skills Lab (M)	<b>1/8</b> 10:30-12:00 Skills Lab (M)
<b>1/11</b> 9:00-11:00 Networking Workshop(B240) 10:30-12:00 Skills Lab (M) 2:00-3:30 Interviewing Lab (M252) 3:45-5:30 Resume Lab (M132) 3:30-5:00 Skills Lab (M)	<b>1/12</b> 9-2:00 Fast Track Job Search (B240) 9-12:30 Career Mapping (E) 10:30-12 Skills Lab (M) 1:30-3:00 Un-Retirement/ 55+ (M257) 3:30-5:00 Skills Lab (M) 4-5:00 Youth Employment Lab (M)	<b>1/13</b> 10:30-12:00 Skills Lab (M) 1-4:00 Job Corp Orientation (E) 3:30-5:00 Skills Lab (M) 4-5:00 Youth Employment Lab (M)	<b>1/14</b> 10:30-12:00 Skills Lab (M) 1:00-3:00 Social Networking Lab (B240) 3:30-5:00 Skills Lab (M)	<b>1/15</b> 10:30-12:00 Skills Lab (M)
<b>1/18</b> Closed for MLK	<b>1/19</b> 9-2:00 Fast Track Job Search (B240) 9-12:30 Career Mapping (E) 10:30-12:00 Skills Lab (M) 1:30-3:00 Un-Retirement/ 55+ (M257) 3:30-5:00 Skills Lab (M) 4-5:00 Youth Employment Lab (M)	<b>1/20</b> 10:30-12:00 Skills Lab (M) 1-4:00 Job Corp Orientation (E) 3:30-5:00 Skills Lab (M) 4-5:00 Youth Employment Lab (M)	<b>1/21</b> 10:30-12:00 Skills Lab (M) 1:00-3:00 Social Networking Lab (B240) 3:30-5:00 Skills Lab (M)	<b>1/22</b> 10:30-12:00 Skills Lab (M)
<b>1/25</b> 9:00-11:00 Networking Workshop(B240) 10:30-12:00 Skills Lab (M) 2:00-3:30 Interviewing Lab (M252) 3:45-5:30 Resume Lab (M132) 3:30-5:00 Skills Lab (M)	<b>1/26</b> 9-2:00 Fast Track Job Search (B240) 9-12:30 Career Mapping (E) 10:30-12 Skills Lab (M) 1:30-3:00 Un-Retirement/ 55+ (M257) 3:30-5:00 Skills Lab (M) 4-5:00 Youth Employment Lab (M)	<b>1/27</b> 10:30-12:00 Skills Lab (M) 1-4:00 Job Corp Orientation (E) 3:30-5:00 Skills Lab (M) 4-5:00 Youth Employment Lab (M)	<b>1/28</b> 10:30-12 Skills Lab (M) 1:00-3:00 Social Networking Lab (B240) 3:30-5:00 Skills Lab (M)	<b>1/29</b> 10:30-12:00 Skills Lab (M)

WorkSource Clackamas W=Willamette Room  
E=End of the Trail  
M=McLoughlin Room

WorkSource Clackamas - [www.WorkSourceClackamas.org](http://www.WorkSourceClackamas.org)  
506 High Street, Oregon City, OR 97045

Clackamas Community College – Oregon City Campus  
B240 = WorkSkills Center Barlow Building - Room 240  
M257 = McLoughlin Building- Room 257  
M132= McLoughlin Building – Room 132

Clackamas Community College  
19600 Molalla Avenue, Oregon City, OR 97045

## WORKSHOP DESCRIPTIONS

*(Reservations are REQUIRED. Instructions on Reverse.)*

- **Career Mapping:** Leads to a self directed, skill based, employment goal. The workshop provides assistance with identification of transferrable skills, learning styles, and environmental preferences. **A Resource Plan** is created as a result which can identify possible resources.
- **Fast-Track Job Search:** Two day, 10 hour course in how to be a better job seeker. How to stand out. How to network, build resumes and cover letters. Applications and successful interviewing. Getting inside the mind of an employer. Accessing the hidden job market. Workshop uses online resources: Tools for switching occupations, recommended job boards, online resources for job seekers. Second day is Wednesday from 9a-2pm. Must attend Tuesday first.
- **Interviewing Lab:** Practice interviewing in a role-play setting, with feedback and comments from the instructor and your peers. Includes how to present qualifications, work history, layoffs, firings, and other issues when in an interview. Recommend attending Fast Track first
- **Job Corps Orientation:** Brief overview of the Job Corps program, including various Job Corps center locations, different vocational training programs offered, job outlook information for various trades, and benefits received by students. The orientation also covers eligibility requirements and how to apply. Appointments will be made for anyone interested in applying for the Job Corps program.
- **Networking Workshop:** Provides actual experience in networking via a combination of lecture, demonstrations, and guided role-playing scenarios. Prerequisite: Fast Track, completed elevator or 30-second speech.
- **Resume Lab:** Writing lab for revising, updating, creating a resume. Provides computers and professional guidance. Recommend attending Fast Track first. Recommended to bring: prior resume, work history, 1 job posting, flash drive or floppy disk.
- **Skills Lab:** Open on a drop-in basis for job seekers who need to practice using a computer, use a computer to write resumes and cover letters, get help with math and reading skills, or explore careers.
- **Social Media Networking Lab:** Provides an introduction to online networking and profile websites by reviewing how job seekers and employers use LinkedIn, Facebook, Twitter, VisualCV, Emurse, and other sites to find each other. Participants will begin building an online profile in class. Prerequisite: Moderate to Strong Computer Literacy, Completed Resume (Preferably with professional feedback) in electronic format – stored in a web-accessible e-mail account or on a flash drive. Recommend attending Fast Track first.
- **UnRetirement Workshop for 55+:** Job search strategies for job seekers age 55 and older.
- **Youth Employment Lab:** Open entry, no appointment necessary. For youth age 14 to 21. Assistance with job search, job leads, interviewing skills, and increasing your employability. All youth will be screened for extended C-TEC Youth Services.

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD-dial 7-1-1 toll free relay service. Access free online relay service at: [www.sprintrelayonline.com](http://www.sprintrelayonline.com)

---

Equal opportunity employer/program. Auxiliary aids/services are available upon request to individuals with disabilities.  
Empleador /programa que respeta la igualdad de oportunidades. Servicios auxiliares disponibles a pedido para discapacitados.  
Программа равноправных возможностей по трудоустройству. По просьбе лиц имеющих инвалидность, предоставляются дополнительные услуги.