



WORKSOURCE CLACKAMAS

www.WorkSourceClackamas.org

July 2010

Please call to schedule or cancel: (971) 673-6400 x22473

Reservations are required

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

Monday	Tuesday	Wednesday	Thursday	Friday
			7/1	7/2
* Fast Track Job Search is a two day ten-hour course. Must sign up for first session. Second session is on Wednesday 9-2:00.				
7/5	7/6	7/7	7/8	7/9
WorkSource Clackamas and Clackamas Community College are CLOSED	9-2:00 * Fast Track Job Search (B240) 9-12:30 Career Mapping (E) Noon-4:00 Career Exploration Gateway (B276) 1:30-3:00 Job Readiness for 55+ (RR205) 4-5:00 Youth Employment Lab (M)	9-2:00 * Fast Track Job Search Pt 2 (Must attend Part 1) (B240) Noon-4:00 Career Exploration Gateway (B274) 1-4:00 Job Corp Orientation (E) 4-5:00 Youth Employment Lab (M)	1:00-3:00 Social Networking Lab (B276)	
7/12	7/13	7/14	7/15	7/16
9:00-11:00 Networking Workshop(B240) Noon-4:00 Career Exploration Gateway (B274) 2:00-3:30 Interviewing Lab (M252) 3:45-5:30 Resume Lab (M132)	9-2:00 * Fast Track Job Search (B240) Noon-4:00 Career Exploration Gateway (B276) 1:30-3:00 Job Readiness for 55+ (RR205) 4-5:00 Youth Employment Lab (M)	9-2:00 * Fast Track Job Search Pt 2 (Must attend Part 1) (B240) Noon-4:00 Career Exploration Gateway (B274) 1-4:00 Job Corp Orientation (E) 4-5:00 Youth Employment Lab (M)	1:00-3:00 Social Networking Lab (B276)	
7/19	7/20	7/21	7/22	7/23
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7/26	7/27	7/28	7/29	7/30
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WorkSource Clackamas –Oregon City 506 High Street

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

Clackamas Community College –Oregon City 19600 Molalla Ave.

B240, B276 = Barlow Building - Room 240, or 276
M132, M252, M257 = McLoughlin Building – Room 132, 252 or 257
RR205 = Roger Rook Building – Room 205

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.
- **Career Exploration Gateway:** Learn to identify your current skills and determine a Career Pathway for the future. Determine what new skills are needed for your current/new career. Learn to identify and plan your training needs for your current/new career. Understand how to create a training/educational plan.
- **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's session before being allowed in Wednesday's session.**
- **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.
- **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.
- **Job Readiness Workshop for 55+:** Job search strategies for job seekers age 55 and older. This is a six week session, which you may start at any time.
- **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

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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.