



September 2008 Workshops

Call to Reserve Space: (971) 673-6400 x22473
506 High St, Oregon City, OR 97045

MON 09/01 <div style="font-size: 2em; font-weight: bold; text-align: center;">Holiday</div>	TUES 09/02 8:00-9:00am Information Session (M) 10:00-12:00 Job Search-Networking (E) 4:00-5:00pm EMP Youth Employment Lab	WED 09/03 8:00-9:00 Information Session (M) 10-11:30 Veteran's Info Session (M) 12:00-2:00pm Interviewing I (M) 1:00-4:00pm Job Corps Orientation (E)	THUR 09/04 8:00-9:00am Information Session (M) 9:30-12:00 Resume I/Cover Letters (E) 1:00-4:00pm Switching Occupations (M)	FRI 09/05 8:00-9:00am Information Session (M) 10:00am-12:00 Resume II (M) 1:00-3:00pm Finding Your Next Job (E)
MON 09/08 8:00-9:00am Information Session (M) 2:30-4:00-Un-Retirement Club (E)	TUES 09/09 8:00-9:00am Information Session (M) 10:00-12:00 Job Search-Networking (E) 1-4 Dealing w/Background Issues (W) 4:00-5:00 EMP Youth Employment Lab	WED 09/10 8:00-9:00 Information Session (M) 10-11:30-Effectove Applications (E) 12:00-2:00pm Interviewing II (W) 1:00-4:00pm Job Corps Orientation (E)	THUR 09/11 8:00-9:00am Information Session (M) 9:30-12:00 Resume I/Cover Letters (E) 1:00-4:00pm Switching Occupations (M)	FRI 09/12 8:00-9:00am Information Session (M) 10:00am-12:00 Resume II (M) 1:00-3:00 Finding Your Next Job (E)
MON 09/15 8:00-9:00am Information Session (M) 2:30-4:00-Un-Retirement Club (E)	TUES 09/16 8:00-9:00am Information Session (E) 10:00-12:00 Job Search Networking(E) 4:00-5:00 EMP Youth Employment Lab	WED 09/17 8:00-9:00am Information Session (E) 12:00-2:00pm Interviewing I (W) 1:00-4:00pm Job Corps Orientation (E)	THUR 09/18 8:00-9:00am Information Session (M) 9:30-12:00 Resume I/Cover Letters (E) 1:00-4:00pm Switching Occupations (M)	FRI 09/19 8:00-9:00am Information Session (M) 10:00am-12:00 Resume II (M) 1:00-3:00pm Finding Your Next Job (E)
MON 09/22 8:00-9:00am Information Session (M) 2:30-4:00-Un-Retirement Club (E)	TUES 09/23 8:00-9:00am Information Session (M) 10:00-12:00 Job Search Networking (E) 1-4 Dealing With Background Issues (W) 4:00-5:00 EMP Youth Employment Lab	WED 09/24 8:00-9:00 Information Session (M) 12-2 Interviewing II (M) 10-11:30 Effective Applications (E) 1:00-4:00pm Job Corps Orientation (E)	THUR 09/25 8:00-9:00am Information Session (M) 1:00-4:00pm Switching Occupations (M) 9:30-12:00 Resume I/Cover Letters (E)	FRI 09/26 8:00-9:00am Information Session (M) 10:00am-12:00 Resume II (M) 1:00-3:00pm Finding Your Next Job (E)
MON 09/29 8:00-9:00am Information Session(M) 2:30-4:00-Un-Retirement Club(E)	TUES 09/30 8:00-9:00am Information Session (M) 10:00m-12:00 Job Search Networking (E) 4:00-5:00 EMP Youth Employment Lab			

Please register for any workshop you plan to attend. Workshop sizes are limited
 Attend Resume 1 before Resume 2 or Cover Letters. Attend Interviewing 1 before Interviewing 2

All Workshops are Free to the Public!
Daily 8am-4:30pm Video Professor/Microsoft Office Suite Tutorial
Daily 8am-4:30pm Computer Tutorial/Microsoft Office Suite Tutorial

WHAT YOU WILL LEARN IN THE WORKSHOPS...

Finding Your Next Job – provides various strategies to effectively search for jobs and learn about the “hidden” job market..

Effective Applications – covers how to successfully fill out job applications so that employers will notice them, including gaps in work history, background issues, and unrelated work history.

Information Sessions-Information re garding partner services (Clackamas Community College, Easter Seals, Veteran’s Services, Voc-Rehab, Job Corp, C-TEC Youth Services, DePaul Industries), Oregon Employment Department services and iMatchSkills registration assistance.

Switching Occupations – covers Career Information System’s Skills Assessment, researching a new career field; introduces online resources, including OLMIS, O*Net and CIS. *This workshop requires basic computer skills.*

Resume I/Cover Letters – covers basic elements of targeted resume; development of personal work history; recognizing your skills; principles of effectively marketing your skills to employers and the basics of cover letter.

Resume II – applies information from Resume 1 to produce targeted resume based on actual job ad; hands on; pre-requisite Resume 1. *This workshop requires basic computer skills. MUST ATTEND RESUME 1 FIRST!*

Interviewing I – covers basics of preparing for interview including: researching the company, materials to take, how to dress, preparing for questions, I–questions to ask, references, thank you notes.

Interviewing II– participates will practice answering interview questions; feedback will be given to allow for improvement. *MUST ATTEND INTERVIEWING 1 FIRST!*

Job Search Networking

– Different emphasis each week to learn/practice strategies to improve job search techniques; agenda is partly determined by participants.

Dealing with Background Issues – How to present convictions, strategies for employment, building networks, increasing self-esteem.

UNRetirement – Job search and support for job seekers 55 and older

Youth Employment Lab –Open entry, no appointment necessary; for youth 14 to 21. Assistance with job search, job leads, interviewing skills, increasing employability rate. All youth will be screened for extended C-TEC Youth Services.

Job Corps Orientation – A brief overview of the entire Job Corps program; including various Job Corps center locations, different vocational training programs offered and job outlook information for various trades as well as benefits received by students. In addition, eligibility requirements and “how to apply” will be covered and appointments made for anyone interested in applying for the Job Corps program.