

# FEBRUARY 2012

Hours: M-F, 8:00 am – 5:00 pm  
2510 Oakmont Way, Eugene, OR 97401

## Free Skills Enhancement Workshops

*Red/Italic=Pre-Registration Required.*  
Call (541) 682-7200 to sign up.



Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <i>Basic Computer Class</i> 1:30 – 3:30 Skill Center	<b>2</b> <i>National Career Readiness Certificate</i> 9:00 am – 12:30 pm Skill Center <i>OJT Preparation #1</i> 9:30 am – 11:30 am <i>How to Apply: Financial Aid &amp; Scholarships</i> 10:00 am – 11:30 am Training Room <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Job Search Strategies:</b> 9:00 am – 11:00 am, Siuslaw Rm	<b>3</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <i>Basic Computer Class</i> 1:30 – 3:30 Skill Center <b>Vocational Rehabilitation Intro</b> 9:00am - 10:00am, Siuslaw Rm
<b>6</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <i>Basic Computer Class</i> 1:30 – 3:30 Skill Center	<b>7</b> <i>National Career Readiness Certificate</i> 9:00 am – 12:30 pm Skill Center <i>Career Exploration / Personal Finance and Budgeting</i> 9:00 am – 12:00 pm training room <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Job Corps Orientation:</b> 2:00 pm, Lobby <b>Vocational Rehabilitation Intro</b> 3:00 pm - 4:00 pm, Siuslaw Rm	<b>8</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <i>OJT Information Session</i> 1:30 pm – 3:00 pm Siuslaw Room <i>Basic Computer Class</i> 1:30 – 3:30 Skill Center	<b>9</b> <i>National Career Readiness Certificate</i> 9:00 am – 12:30 pm Skill Center <i>OJT Preparation #2</i> 9:30 am – 11:30 am McKenzie Room <i>Workplace Math Skills</i> 1:00 – 4:00 Skill Center <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Résumé &amp; Application</b> 9:00 am– 11:00 am, Siuslaw Rm	<b>10</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <i>Basic Computer Class</i> 1:30 – 3:30 Skill Center <b>Vocational Rehabilitation Intro</b> 9:00am - 10:00am, Siuslaw Rm
<b>13</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm	<b>14</b> <i>National Career Readiness Certificate</i> 9:00 am – 12:30 pm Skill Center <i>Career Exploration / Personal Finance and Budgeting</i> 9:00 am – 12:00 pm training room <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Job Corps Orientation</b> 2:00 pm, Lobby <b>Vocational Rehabilitation Intro</b> 3:00 pm - 4:00 pm, Siuslaw Rm	<b>15</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <i>Polished First Impressions</i> 3:00 pm – 5:00 pm Willamette Room	<b>16</b> <i>National Career Readiness Certificate</i> 9:00 am – 12:30 pm Skill Center <i>OJT Preparation #3</i> 9:30 am – 11:30 am <i>How To Apply: Financial Aid &amp; Scholarships</i> 10:00 am – 11:30 am Training Room <i>Workplace Math Skills</i> 1:00 – 4:00 Skill Center <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Interviewing Seminar</b> 9:00 am – 11:00 am, Siuslaw Rm	<b>17</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Vocational Rehabilitation Intro</b> 9:00am - 10:00am, Siuslaw Rm
<b>20</b> <b>Office Closed - Presidents Day</b>	<b>21</b> <i>National Career Readiness Certificate</i> 9:00 am – 12:30 pm Skill Center <i>Career Exploration / Personal Finance and Budgeting</i> 9:00 am – 12:00 pm training room <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Job Corps Orientation</b> 2:00 pm, Lobby <b>Vocational Rehabilitation Intro</b> 3:00 pm - 4:00 pm, Siuslaw Rm	<b>22</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <i>OJT Information Session</i> 1:30 pm – 3:00 pm Siuslaw Room	<b>23</b> <i>National Career Readiness Certificate</i> 9:00 am – 12:30 pm Skill Center <i>OJT Preparation #4</i> 9:30 am – 11:30 am Siuslaw Room <i>Workplace Math Skills</i> 1:00 – 4:00 Skill Center <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm	<b>24</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Vocational Rehabilitation Intro.</b> 9:00am - 10:00am, Siuslaw Rm
<b>27</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <i>Basic Computer Class</i> 1:30 – 3:30 Skill Center	<b>28</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Job Corps Orientation</b> 2:00 pm, Lobby <b>Vocational Rehabilitation Intro.</b> 3:00 pm - 4:00 pm, Siuslaw Rm	<b>29</b> <i>Daily Résumé Workshop</i> 1:30 pm - 3:30 pm <b>Basic Computer Class</b> 1:30 – 3:30 Skill Center		



## *Skill up at WorkSource Lane!*

### *Pre-registration required for the following workshops - Call 541-682-7200*

**Basic Computer Skills for the Workplace:** Classes include instruction and practice in basic computer operations including computer terminology, word processing, creating and using a spreadsheet, electronic communications, and internet use. Contact LCC for registration (541)-463-5223

**Career Exploration:** If you are considering training as an option, this class will help you create a plan to attain your career goals. In this workshop, you will learn how to develop a career plan, which includes identifying the financial resources that will support your success.

**Personal Finance and Budgeting:** Have you had a change in your personal finances recently? This course will help you with money management, create a budget, and help you understand the impact of important financial decisions in this time of your life. The course will allow you to take charge of your personal finances, give you an understanding of debt, credit, and banking.

**Daily Résumé Workshop:** This workshop has been specifically designed to teach WorkSource Lane customers the basics of creating a résumé. This workshop is taught by experienced Career Advisors who will walk you through a simple process for creating and updating your résumé.

**How to Apply for Financial Aid & Scholarships:** Explore funding resources and grant web sites while learning how to become an organized and successful scholarship candidate.

**Math Skills and Locating Information for the Workplace:** Math skills focusing on basic operations, charts, functions and also covers Locating Information (waiting list sign-up 541-463-5223).

**National Career Readiness Certificate testing:** Get the competitive edge, build confidence and stand out by demonstrating the skills employers need. By earning a certificate you will also receive a Letter of Recommendation from WorkSource Lane.

**Polished First Impressions:** Do you have what it takes to make a great first impression? Learn what local employers have told us they are looking for in the areas of: Oral Presentation (interviewing and networking), Written Presentation (résumé and cover letter), and Visual Presentation (job seeking attire). **IMPORTANT:** Bring your résumé!

**On the Job Training:** Have you been unemployed for 20 weeks or more? Do you lack a skill that could be taught on the job? If you answered yes, then On the Job Training might be a good fit for you. Come to an information session to learn more.

**On the Job Training Preparation Classes:** The OJT Prep classes are an on-going, series of four classes, designed to help qualified candidates market their skills and abilities, as it relates to the WorkSource Lane On-The-Job Training program. Candidates will gain a better understanding of the program and how to discuss it with prospective employers. This includes how to market your current skills, how to identify what jobs may be good for OJT and how to discuss the program in cover letters, phone interviews or face-to-face interviews. These are interactive classes with all participants expected to completed homework assignments and engage in all classroom activities.

## **The Following Workshops are Free! No Registration Required:**

**Interviewing Seminar:** This seminar is a must for all job seekers! Gain confidence in all kinds of interviews. Learn strategies for answering common and tough questions in a successful way, which includes information on research, preparation, and follow-up.

**Job Corps Orientation:** Are you between the ages of 16 and 24? Do you want free trade skill training? Are you interested in free room and board? If so, attend a Job Corps Orientation to learn more. Find out how you can change the course of your future. This is a prerequisite to the Job Corps Prep class.

**Job Search Strategies:** Is an overview of everything you need to know about job search from identifying your skills to retaining employment. Other topics discussed include: developing a strategy to identify and contact employers, goal setting, time management and organization, informational interviewing and portfolio development. Learn to effectively market yourself using a job application.

**Résumé & Application:** Learn to identify key elements that help you create a résumé that looks professional and best represents you.

**Vocational Rehabilitation Introduction:** An introductory seminar to Vocational Rehabilitation Services. OVRS assists Oregonians with disabilities to achieve and maintain employment and independence. Find out about job search assistance, program services, and retraining information.



**All Classes Held at WorkSource Lane**  
2510 Oakmont Way, Eugene, OR 97401

*WorkSource Lane is an Equal Opportunity program. Auxiliary aids and alternate formats and language services are available to individuals with disabilities and limited English proficiency free of cost upon request.*