

Sign up for workshops through your WorkSource Account at [www.worksourceportlandmetro.org](http://www.worksourceportlandmetro.org) or contact a staff person for assistance.

**ADVANCED RESUME WORKSHOP\*:** This workshop is designed for those who already have a strong basic resume and wish to increase the effective marketing of their resumes. Review resume basics plus learn advanced techniques for targeting and customizing resumes for each job of interest. Homework assignment given for Advanced Resume Review Workshop.

**ADVANCED RESUME REVIEW WORKSHOP\*:** Pre-requisite is Advanced Resume Workshop and the completion of homework from Advanced Resume Workshop. Participants' customized resumes will be reviewed by job-seeking peers and by the workshop facilitator. Participants will give and receive feedback on other resumes in small groups.

**CAREER ASSESSMENT AND PLANNING\*:** Eight hour workshop, covering what is involved in making a career transition, skills assessments to how to identify and verbalize your transferable skills, what jobs/careers use your special skills, and how to make decisions about your next job or career.

**CAREER EXPLORATION\*:** Four hour workshop enables you to develop a career goal by exploring your skills, aptitudes and experience and then, matching them to current industry and occupational trends.

**CAREER MAPPING\*\*:** This workshop is perfect if you think you have "barriers to employment" or need to figure out a career change in today's economy. After the workshop, you will have an opportunity to meet one-on-one with the instructor to develop a customized plan to help you reach YOUR employment goal.

**FINANCIAL AID BASICS\*:** Learn how to apply for financial aid and how changed financial status affects your application.

**HIGH TECH NETWORKING GROUP:** Weekly meetings to support individuals from high tech companies in the process of finding employment. Job search skills and job leads shared weekly.

**INFORMATIONAL INTERVIEWING TAPE\*:** Informational interviewing is a way to increase your job opportunities using your network. Learn how to incorporate informational interviewing into your job search.

**INTERVIEW WORKSHOP\*:** Having the proper skills is crucial for landing any job. Knowing how to present those skills at a job interview is just as important. With strategies for preparing for job interviews and tips for handling challenging questions, this workshop will help you make a strong impression

**JOB CORPS INFORMATION SESSION:** Job Corps has been helping young adults, ages 16-24, train today for tomorrow's jobs for over 25 years. Attend this informational session to determine if Job Corp is right for you or a family member.

**JOB CLUB\*:** Meet twice monthly with other local job seekers. Network, share tips, techniques, job leads, and support.

**JOB SEARCH WORKSHOP\*:** Come to this workshop to learn more about iMatchSkills and Oregon Labor Market Information Systems.

**RESUME WORKSHOP\*:** Your resume is the first impression you will make on a potential employer. Learn the basics of putting one together, including choosing the right format. Get answers to some common questions about resumes.

**RESUME REVIEW WORKSHOP\*:** Pre-requisite is the Basic Resume & Cover Letter Workshop and the completion of homework assignment from Basic Resume & Cover Letter Workshop. Participants' generic resumes will be reviewed by job-seeking peers and by the workshop facilitator. Participants will give and receive feedback on resumes in small groups.

**OPEN SKILLS LAB\*:** Supported lab time to work independently on materials from Workplace Computer, Workplace Math or Workplace English workshops. Self paced lessons available without workshop attendance. Other learning activities available including keyboarding, GED prep, WIN lessons and career research.

**WORKPLACE COMPUTER - BASICS \*:** This workshop provides introductory instruction on using the computer, the Internet, MS Windows and email.

**WORKPLACE COMPUTER - MS OFFICE\*:** This workshop provides introductory instruction in Word, PowerPoint and Excel with additional self paced lessons for Access and intermediate/advanced levels of each program.

**WORKPLACE MATH\*:** This workshop is focused on math used on the job in a variety of industries. Provides basic math instruction, GED math preparation, and higher level occupational math. This workshop will include instructor led learning activities and facilitated self paced instruction.

**WorkSource Portland Metro Tualatin**

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**WorkSource Portland Metro Beaverton/Hillsboro**

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Phone: 503-526-2700

<http://www.WorksourcePortlandMetro.org>

**Workshops begin on time; please arrive a few minutes early. Latecomers will not be admitted.**

**WorkSource Portland Metro is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.**

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