

Land the job of your dreams with these Top 8 Classes!



**WORKSOURCE
-CLACKAMAS-**

-  Job Search Success
-  Social Media & Job Searching
-  Resume Ready
-  Resume Lab & Application Review
-  Acing The Interview
-  Interview Coaching
-  Skills for Work & Life
-  Progress and Motivation Support



PROVIDED BY:



FUNDED BY:



LOCATIONS

- Canby
- Estacada
- Gladstone
- Milwaukie
- Oak Grove
- Oregon City
- Wilsonville

How to Get Started:

- If you have never created an iMatchSkills account through WorkSource, please do so at www.imatchskills.org and visit the WorkSource Center in 506 High Street in Oregon City, to complete the WorkSource Oregon's full enrollment process. Bring an ID with you.
- If you have an existing iMatchSkills account, please login to your profile, then click on "Go to My WorkSource" link and register for the classes or events of your preference. *If your account is locked, you need a new password, you are unable to see the workshop calendar, or you have any problems registering call (971) 673- 6400 ext. 22473 from 8:30am to 4:30pm.
- If you do not have access to a computer **please come to the workshop for registration and bring an ID.**



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

WorkSource Oregon es un programa que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés, a pedido y sin costo. Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas. Obtenga acceso gratis en Internet por medio del siguiente sitio: www.sprintrelayonline.com

MARCH 2017



WORKSOURCE CLACKAMAS Classes near you... at no cost to you.

Mon	Tue	Wed	Thu	Fri	Sat
27	28 Milwaukie 10-12pm Acing The Interview 1-3pm Interview Coaching 3-5pm Skills for Work & Life	1 Transition Center 10-12pm Job Search Success 12:30-2pm Social Media & Job Searching 2-4pm Resume Ready	2 Transition Center 10-12pm Acing The Interview 12:30-2pm Interview Coaching 2-4pm Skills for Work & Life	3	4
6	7 Milwaukie 10-12pm Job Search Success 12-1:30pm Resume Ready 1:30-3:30pm Social Media & Job Searching	8 Wilsonville 10-11:30am Job Search Success 11:30-1:30pm Resume Ready 1:30-3:30pm Social Media & Job Searching	9 Wilsonville 10-11:30am Acing The Interview 11:30-1:30pm Interview Coaching 1:30-3pm Skills for Work & Life	10 WorkSource 10-12pm Employer Spotlight Guest: City of Portland 12:30-3:30pm Resume Lab and Application Review	11
13	14 Milwaukie 10-12pm Acing The Interview 1-3pm Interview Coaching 3-5pm Skills for Work & Life	15 Oak Grove 12:30-2:30pm Job Search Success 2:30-4pm Resume Ready 4-5pm Skills for Work & Life	16 Oak Grove 12:30-2:30pm Social Media & Job Searching 2:30-4pm Acing the Interview 4-5pm Interview Coaching	17	18
20	21 Estacada 10:30-12pm Job Search Success 12-1:30pm Resume Ready 1:30-3:30pm Social Media & Job Searching	22	23 Milwaukie 10-12pm Job Search Success 12-1:30pm Resume Ready 1:30-3:30pm Progress and Motivation Support	24 WorkSource 10-12pm Employer Spotlight Guest: Miles Fiberglass & Composites 12:30-3:30pm Resume Lab and Application Review	25
27	28 Estacada 10:30-12:30pm Acing The Interview 1-3pm Interview Coaching 3-4:30pm Skills for Work & Life	29	30 Milwaukie 9-12pm Job Search Success 1-3pm Resume Ready 3-5pm Social Media & Job Searching	31 Milwaukie 9-12pm Acing The Interview 1-3pm Interview Coaching 3-5pm Skills for Work & Life	1



LOCATIONS

- **Canby**— Canby Public Library, 220 NE 2nd Ave. Canby, OR 97013
- **Estacada**— Estacada Public Library, 825 NW Wade St. Estacada, OR 97023
- **Gladstone**— Gladstone Center for Children and Families, 18905 Portland Avenue Gladstone, OR 97027
- **Milwaukie**— Northwest Family Services, 6200 SE King Road Portland, OR 97222 • (503) 546-6377
- **Oak Grove**— Oak Lodge Library, 16201 SE McLoughlin Blvd. Oak Grove, OR 97267
- **Oregon City**— Pioneer Community Center, 615 5th Street Oregon City, OR 97045
- **Transition Center**— Clackamas Community Corrections, 2219 Kaen Rd. Oregon City, OR 97045
- **Wilsonville**— Parks and Recreation Administrative Offices, 29600 SW Park Place Wilsonville, OR 97070
- **WorkSource**— 506 High St. Oregon City, OR 97045 • (971) 673-6400

* Complete the series of 8 Classes for the best chance of landing the job of your dreams! Once we confirm your participation in **at least 6 classes**, you will be automatically entered into a drawing for a **\$100.00** gift card courtesy of Northwest Family Services. The drawing will be held in September and March of each year.

Land the job of your dreams with these Top **8** Classes!

Northwest Family Services in collaboration with WorkSource Clackamas offers workshops to assist you with all aspects of your job search, from ways to revitalize your resume to job retention skills. In our workshops you will be able to learn new trends about the use of social media in job searching, resume writing, interview techniques, positive communication and more. The most experienced job seekers can always learn something new in our workshops!

Workshops are delivered in various locations in Clackamas County by our team of experienced staff. Ideally you will attend to the whole series of classes at the location of your preference. You will see the series color coded in the monthly calendar. Choose the *Resume Lab & Application Review* or *Interview Coaching* workshops for individual assistance, or join the group workshops and receive the added benefit of peer support.

To start your registration, preferably please login into your I-Match account and go to “My WorkSource” to select the workshop series, or, if you do not have access to a computer or experience any issue registering, just come to any of the workshops and we will register you.

Workshop Descriptions

Job Search Success

Learn the 6 ways to access the hidden job market! This workshop will introduce you to effective techniques for finding and accessing hidden and traditional job market employment opportunities including social media, online job boards and hidden and traditional markets. Stay motivated and energize your day-to-day job search activities!

Resume Ready

Learn 10 ways to revitalize your resume! Resume Ready imparts practical examples on writing a cover letter and resume for today's standards. Discover how to respond to the needs of the employer and the job posting to ensure you are noticed. Learn the best ways to complete paper applications as well as online applications that are designed to screen for key words. If you have a resume, bring it with you.

Resume Lab and Application Review

Take this opportunity to access computers to work on your resume. Receive individualized feedback to customize and target resumes and applications for specific job announcements. If you have a resume, bring it with you.

Acing the Interview

Discover the 10 interview game changers! You only get one chance to make a great first impression. That adage has never been more true than in an interview. Learn how to not only survive but thrive to get that coveted job offer!

Interview Coaching

Interview time! Interviews can raise anxiety. This workshop will prepare you to perform and say the right things in the right ways. Get personalized support and practice to effectively interview with confidence and ease.

Social Media and Job Searching

1 in 3 employers reject candidates based on something they uncover about them online. Learn the 4 most commonly used Social Media platforms for networking and job searching. Excel at managing your online presence and professional profile.

Skills for Work and Life

Learn the 10 essentials to stand out as a new employee! This 2-hour workshop is basic training for how to exceed your employer's expectations during your first 90 days on the job.

Progress and Motivation Support

Keep up your motivation! This workshop will help job seekers and career changers connect to increase their potential to find or improve employment. Participating on this session will be a great way to keep the job search momentum! Also, learn more about WorkSource Clackamas and its menu of resources and services.

Locations

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- **Milwaukie**— Northwest Family Services, 6200 SE King Road Portland, OR 97222 • (503) 546-6377
- **Oak Grove**— Oak Lodge Library, 16201 SE McLoughlin Blvd. Oak Grove, OR 97267
- **Oregon City**— Pioneer Community Center, 615 5th Street Oregon City, OR 97045
- **Sandy**— AntFarm Café and Bakery, 39140 Proctor Blvd. Sandy, OR 97055
- **Transition Center**— Clackamas Community Corrections, 2219 Kaen Rd. Oregon City, OR 97045
- **Wilsonville**— Parks and Recreation Administrative Offices, 29600 SW Park Place Wilsonville, OR 97070
- **WorkSource**— 506 High St. Oregon City, OR 97045 • (971) 673-6400

Monthly Calendar Dynamics

Ideally, please attend all the classes offered in your selected location.

Also, check out the Employer Spotlight Events on Fridays twice a month; you want to attend these wonderful events to receive mentoring from HR recruiters, to practice for your interview and to network!

Here is a calendar example:

Mon	Tue	Wed	Thu	Fri
31	1 Sandy 10-12pm Job Search Success 1-3pm Social Media & Job Searching	2 Canby 10-12pm Job Search Success 1-3pm Resume Ready 3-5pm Social Media & Job Searching	3 Canby 9-11am Acing The Interview 11-1pm Interview Coaching	4 WorkSource 9-11am Job Search Success 12-2pm Resume Ready
7	8 Sandy 10-12pm Resume Ready 1-3pm Resume Lab and Application Review	9 Milwaukie 10-12pm Job Search Success 1-3pm Resume Ready 3-5pm Social Media & Job Searching	10 Milwaukie 10-12am Acing The Interview 1-3pm Interview Coaching 3-5pm Skills for Work & Life	11 WorkSource 10-12pm Employer Spotlight 1-3pm Acing The Interview
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21 Gladstone 6-8pm Job Search Success	22 Gladstone 6-8pm Resume Ready	23 Gladstone 6-8pm Acing the Interview	24 Oregon City 9-11am Acing The Interview 12-2pm Interview Coaching 2-4pm Skills for Work & Life	25 WorkSource 10-12pm Employer Spotlight 12-2pm Skills for Work & Life
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