

www.worksourceclackamas.org

Sponsored by the Clackamas Workforce Partnership

Canby Center – 681 SW 2nd Avenue, Canby, OR 97013

River West Church (RWC) – 2000 Country Club Road, Community Room, Lake Oswego, OR 97034

Transition Center - 2223 Kaen Rd, Oregon City, OR 97045

Vocational Rehabilitation – 4382 SE International Way, Suite B, Milwaukie, OR 97222

WorkSource Clackamas (WSC) – 506 High St., Oregon City, OR 97045

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		8:30-10:10 Basic Computers (WSC) 1:00-2:00 Job Corps Informational Session (WSC)	8:15-12:30 NCRC Testing (WSC) 9:00-10:00 Vocational Rehab Orientation (Milwaukie) 9:00-12:00 Career Mapping (WSC)	12:00-1:15 Barriers to Employment (Transition Center)
6	7	8	9	10
9-12 Microsoft Word – Introduction (WSC) 11-12:45 River West Job Seekers (RWC) 1:30-4:30 Microsoft Word – Intermediate (WSC) 7-8:30 pm Canby Area Job Seekers (Canby Center)	9-12 Microsoft Excel – Introduction (WSC) 1:30-4:30 Microsoft Excel – Intermediate (WSC)	9-12 Microsoft PowerPoint – Introduction (WSC) 1:30-4:30 Microsoft PowerPoint - Intermediate 1:00-2:00 Job Corps Informational Session (WSC)	9:00-10:00 Vocational Rehab Orientation (Milwaukie) 9:00-12:00 Career Mapping (WSC)	
13	14	15	16	17
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20	21	22	23	24
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WORKSHOP DESCRIPTIONS

- **Basic Computers (WorkSource Clackamas):** New to computers? Ready to learn the very basics? For those just starting to use computers. You'll learn about the parts of a computer, how to turn one on and off, how to use a mouse, keyboard savvy, understanding icons, and much more. **Call 971-673-6400, extension 22473 to register.**
- **Basic Computers and Beyond (WorkSource Clackamas):** More skills for those just starting to use computers, including: "Save" and "Save As", Email savvy, Document Management, and more. Must have a current email account with username and password, and bring the username and password to class. **Call 971-673-6400, extension 22473 to register.**
- **Barriers to Employment:** (*Bring your lunch.*) Learn how to explain your barriers to employers in the most positive way possible! If you have criminal background issues, terminations, no driver's license, or have limited education learn job search approaches and options for presentations. Classes will be held at the Transition Center, 2223 Kaen Rd, Oregon City, OR. **To register, contact Shauna Kennedy at 503-722-6195.**
- **Canby Area Job Seekers:** We help clients who are unemployed, underemployed or making a career transition in finding a job/career that fits their gifts and talents. We also help employers in finding their next employee. Experienced volunteer mentors help with networking, resume creation and interviewing skills. **For more information contact Leta Muncie at canbyjobseekers@gmail.com, (503) 266-2920 or Canby Area Jobseekers on Facebook.**
- **Career Mapping (WorkSource Clackamas):** If you are looking for a new career or just want to continue on your current path, Career Mapping can help you: identify needs, prepare to address roadblocks or barriers and create a career plan that will help you meet your career goals. **To register, go to your online My Worksource account, or call WorkSource Clackamas at 971-673-6400 for more information.**
- **Microsoft Word, Excel, and PowerPoint Introduction and Intermediate (WorkSource Clackamas, provided by Goodwill Industries):** Get the computer skills you need to get the job you want! Classes include the opportunity to earn a skills certificate for use in your job search. **To register, go to your online My Worksource account, or call WorkSource Clackamas at 971-673-6400 for more information.**
- **Job Corps Information Session:** Open entry, no appointment needed. For young adults ages 16-24. Information about Job Corps; the Nation's premiere education and vocational training program. Vocational training in high need trades like carpentry, welding, certified nursing assistant, and more! **For more information call the Clackamas County Admissions Counselor, Kaitlin Sage at 971-673-6451.**
- **National Career Readiness Certificate (NCRC) Testing (WorkSource Clackamas):** The NCRC is a certificate to help you gain a competitive edge and stand out by demonstrating the skills employers need. It documents your skill level in Applied Mathematics, Reading for Information, and Locating Information. **Please call 971-673-6400 for more information and to register.**
- **River West Job Seekers Group:** The mission of the group is to encourage and equip those who are out of work or in transition to find employment that best uses their gifts and skills. **The group is open to all. For more information contact Dave Andrews at dave@riverwest.org.**
- **Vocational Rehabilitation Services Orientation:** Are you a person with a physical or mental disability in need of job seeking assistance? The Mission of the Office of Vocational Rehabilitation Services is to assist Oregonians with disabilities to achieve and maintain employment and independence. Find out about the services we offer, including eligibility and the basic rehabilitation process. Orientations are Thursday at 9:00am - no appointment necessary. **Please call 971-673-6130 to confirm orientation time and location.**

WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact (971) 673-6400 x22473. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con (971) 673-6400 x22473. Marque 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