

Central City Concern WorkSource Old Town EMPLOYMENT SUPPORT CLASS DESCRIPTIONS

2 NW Second Avenue • Portland • OR • 97209 • Tel: 503-226-7387 • Fax: 503-226-7921 • TTY: 711

🕒 Workshops begin on time - please arrive a few minutes early 🕒

☹️ Latecomers will not be admitted ☹️

😊 All classes are free and open to the public 😊

ORIENTATION: START HERE!! Get registered for services and learn more about the many employment programs, services, and resources available through WorkSource Old Town.

COMPUTER BASICS: Learn the basics for using a computer for your job search. Topics covered include overview of parts, opening documents, saving your work and using the Internet. Register at the front desk. Beginners only!

FIRST STEPS TO JOB SEARCH SUCCESS (1st of two classes): Learn about job statistics, what employers look for in job applicants, tips on cover letters and resumes, and much more!

FINAL STAGES TO JOB SEARCH SUCCESS (2ND of two classes): Continue learning tips and techniques to a more effective job search. Gain valuable skills on completing applications, top notch interviewing, uncovering job leads, and learn how to build a job search network.

LOOKING FOR WORK WITH A CRIMINAL BACKGROUND: Many ex-offenders face unique obstacles that may make it more difficult to find employment. Having a criminal history may be problematic, but can be overcome. Take this class to learn how!

MONEYWISE: Are you working and need to learn how to make your money go further? Are you looking for work and would you like to learn valuable skills you can use when you do have income? This workshop is designed to teach you how to prepare and stick to a personal budget.

IMATCH: Learn about Oregon's newest tool for matching Job Seekers with potential Employers by focusing on skills.

OLMIS: Learn about the Oregon's Labor Market Information System. Learn about high demand occupations, the skills necessary to get into your dream job, wages, and lots of other labor market information. All of this information in one place, with just a touch of the keyboard!

PERSON CENTERED PLANNING (Class size is limited. Sign-up in advance to attend): Not sure about your career goal? Know where you want to go but unsure of how to get there? This is the class for you! Come and learn how to identify your strengths, gifts, and capacities and identify a career path.

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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
8:30 AM					
9:00 AM				Looking for Work with Your Criminal History 8:30- 10:00	
9:30 AM				i-Match 9:00-11:00	
10:00 AM		Computer Basics 9:30 - 11			PERSON CENTERED PLANNING 9:30 - 3:00 (Every other Friday) Class size is limited. Please sign-up in advance to attend
10:30 AM		Orientation 10:00 - 11:30	First Steps to Job Search Success (resumes & skills)		
11:00 AM				OLMIS 11:00-12:00	
11:30 AM			10:00 - 12:30		
12:00 PM					
12:30 PM					
1:00 PM					
1:30 PM				Orientation 2:30	
2:00 PM				1:00	
2:30 PM			Final Steps to Job Search Success (applications and interviews)		
3:00 PM					
3:30PM			2:00 - 4:00	MONEYWISE 3-4:30	
4:00PM					
4:30 PM					
5:00 PM					

Please have your instructor sign and date your schedule when you complete a class		
Rose Quarter Housing applicants must complete all classes marked (RQ)		
Staff	Class	Date
	Orientation	
	Computer Basics	
	First Steps to Job Search Success (RQ)	
	Final Steps to Job Search Success (RQ)	
	Looking for Work with a Criminal Background	
	iMatch Skills	
	OLMIS	
	Moneywise	
	Person Centered Planning	
	Resume Completed	
	e-mail address	

Name: _____

Equal Opportunity Employer/Program * Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities
This program financed in whole or in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor. State relay #711