

Central City Concern Employment Access Center
EMPLOYMENT SUPPORT CLASS SCHEDULE

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 and will be asked to attend the next class ☹️

😊 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 an overview of hardware and software, opening and saving documents, the desktop, icons, etc. Register at the front desk. Beginners only!

CAREER & OCCUPATIONAL RESEARCH: Learn about high growth high demand occupations! Explore job duties, growth potential, training, and wages! Also learn how to explore occupations of interest so that you can make an informed choice on your career goal.

FIRST STEPS TO JOB SEARCH SUCCESS (1st of two classes): Learn how to create a great resume, what employers look for in job applicants, tips on how to approach an employer, and much more!

FINAL STEPS TO JOB SEARCH SUCCESS (2ND of two classes): Continue learning tips and techniques for 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.

OVERCOMING OBSTACLES: Many job seekers face unique obstacles that may make it more difficult to find employment. Some job seekers have gaps in their employment history, others have difficulty with interviewing, and some have a criminal history. Attend this workshop to learn how to overcome your obstacles and become a successful job seeker!

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.

MS WORD BASICS: Learn how to create documents using common word processing functions: cutting, copying, pasting, formatting, justifying, bulleting, spacing, bolding, coloring, printing, and more.

INTERNET AND EMAIL: Setup your own Yahoo Email account, attach your resume, and Email it to an employer. Use Internet Explorer to surf the World Wide Web to find jobs using Craigslist, Indeed.com, and the Oregonian online. Research companies online so you go to your interview prepared to blow away the competition!

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| | MONDAY | TUESDAY | WEDNESDAY | | THURSDAY | FRIDAY |
|----------|---|-------------|--|---|--|---|
| 8:00 AM | | | | | | |
| 8:30 AM | | | | | Overcoming Obstacles (Employment Gaps, Criminal History, Difficulty Interviewing) 8:30-10:00 | |
| 9:00 AM | Computer Basics 9:00 - 11:00 | | MS Word Basics (1st, 2nd, 4th weeks only) | MS Word Intermediate (3rd week only) | | |
| 9:30 AM | | | | | Resume Class | |
| 10:00 AM | | Orientation | 9:00 - 10:30 | 9:00 - 10:30 | | 9:30 - 10:30 |
| 10:30 AM | | | | | | |
| 11:00 AM | | 9:45-10:45 | | | Final Steps to Job Search Success (applications & interviews) 10:30 - 12:30 | Resume Lab |
| 11:30 AM | | | | | | |
| 12:00 PM | | | | | | 10:30 - 12:30 |
| 12:30 PM | | | | | | |
| 1:00 PM | Expungement 1:00 - 2:00 (1st Monday only) | | | | | |
| 1:30 PM | | | | First Steps to Job Search Success (resumes & skills) 1:30 - 2:30 | Orientation 1:45 - 2:45 | Job Search & The Internet 1:30 - 3:30 |
| 2:00 PM | | | | | | |
| 2:30 PM | E-Mail and Online Applications | | | Resume Lab 2:30 - 4:00 | MONEYWISE 3:00 - 4:30 | |
| 3:00 PM | | | | | | |
| 3:30 PM | | | | | | 2nd & 4th weeks only |
| 4:00 PM | | | | | | |
| 4:30 PM | 2:30-4:30 | | | | | |
| 5:00 PM | | | | | | |

| Please have your instructor sign and date your schedule when you complete a class | | |
|--|--------------------------------------|------|
| Staff | Class | Date |
| | Orientation | |
| | Computer Basics | |
| | First Steps to Job Search Success | |
| | Final Steps to Job Search Success | |
| | Overcoming Obstacles | |
| | E-Mail & Online Applications | |
| | Moneywise | |
| | MS Word Basics | |
| | Resume Completed | |
| | Job Search & the Internet | |
| | MS Word Intermediate | |

Name: _____

Opportunity Employer/Program * Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities
State relay #711