Why not a career in Manufacturing, Transportation, or Logistics?

- LOCAL CAREER AND TECH EDUCATION PROGRAMS
- IMPROVE YOUR REFERENCES
- FREE SKILL-BUILDING WORKSHOPS
## NW Indiana’s 50 In-Demand Hot Jobs

<table>
<thead>
<tr>
<th>HOT JOB</th>
<th>EDUCATION</th>
<th>ANNUAL WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTH SCIENCE</strong></td>
<td>Registered Nurse</td>
<td>Bachelor’s Degree $61,335</td>
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<td></td>
<td>Pharmacists</td>
<td>Professional Degree $114,399</td>
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<td></td>
<td>Physicians and Surgeons, All other</td>
<td>Post-Doctoral Degree $173,691</td>
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<td></td>
<td>Physical Therapists</td>
<td>Doctoral Degree $83,127</td>
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<td>Medical and Health Services Managers</td>
<td>Bachelor's Degree $79,254</td>
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<td>Dental Hygienists</td>
<td>Associate's Degree $67,567</td>
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<td></td>
<td>Occupational Therapists</td>
<td>Master's Degree $78,014</td>
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<td>Family and General Practitioners</td>
<td>Doctoral Degree $167,440</td>
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<td></td>
<td>Licensed Practical and Licensed Vocational Nurses</td>
<td>Postsecondary Certification $41,804</td>
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<td></td>
<td>Radiologic Technologists and Technicians</td>
<td>Associate’s Degree $54,028</td>
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<td></td>
<td>Medical Secretaries</td>
<td>Doctoral Degree $94,491</td>
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<td></td>
<td>Respiratory Therapists</td>
<td>Bachelor’s Degree $64,028</td>
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<td>Optometrists</td>
<td>Master’s Degree $66,202</td>
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<td>Speech-Language Pathologists</td>
<td>Associate’s Degree $51,904</td>
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<td></td>
<td>Physical Therapist Assistant</td>
<td>Postsecondary Certification $21,620</td>
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<td>Home Health Aides</td>
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<td>Health Educators</td>
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<tr>
<td><strong>ARCHITECTURE &amp; CONSTRUCTION</strong></td>
<td>Operating Engineers and Construction Operators</td>
<td>High School Diploma $69,735</td>
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<td>Cost Estimators</td>
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<td></td>
<td>First-Line Supervisors of Construction Trades</td>
<td>High School Diploma $64,769</td>
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<td></td>
<td>Plumbers, Pipefitters, and Steamfitters</td>
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<td>Construction Managers</td>
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<td>Carpenters</td>
<td>High School Diploma $47,557</td>
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<td>Construction Laborers</td>
<td>High School Diploma $43,546</td>
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<td></td>
<td>Cement Masons and Concrete Finishers</td>
<td>High School Diploma $55,274</td>
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<td></td>
<td>Heating, Air Conditioning, Refrigeration Mechanics</td>
<td>Postsecondary Certification $42,272</td>
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<tr>
<td><strong>EDUCATION &amp; TRAINING</strong></td>
<td>Postsecondary Teachers</td>
<td>Master’s Degree $58,584</td>
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<td></td>
<td>Preschool, Primary, Secondary, &amp; Special Ed Teachers</td>
<td>Bachelor’s Degree $49,732</td>
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<td></td>
<td>Educational Administration, Postsecondary</td>
<td>Master’s Degree $81,686</td>
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<td></td>
<td>Training and Development Specialists</td>
<td>Bachelor’s Degree $41,539</td>
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<td></td>
<td>Health Educators</td>
<td>Bachelor’s Degree $63,144</td>
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<tr>
<td><strong>INFORMATION TECHNOLOGY</strong></td>
<td>Software Developers, Applications</td>
<td>Bachelor’s Degree $75,414</td>
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<td></td>
<td>Computer Systems Analysts</td>
<td>Associate’s Degree $81,007</td>
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<td></td>
<td>Information Security Analysts and Web Developers</td>
<td>Bachelor’s Degree $65,825</td>
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<tr>
<td></td>
<td>Network and Computer Systems Administrators</td>
<td>Bachelor’s Degree $57,774</td>
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<thead>
<tr>
<th>HOT JOB</th>
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<th>ANNUAL WAGE</th>
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</thead>
<tbody>
<tr>
<td><strong>BUSINESS MANAGEMENT &amp; ADMINISTRATION</strong></td>
<td>Management Analysis</td>
<td>Bachelor’s Degree $72,127</td>
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<tr>
<td></td>
<td>Managers, All Other</td>
<td>Bachelor’s Degree $57,690</td>
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<td></td>
<td>First-Line Supervisors Office &amp; Admin Support Workers</td>
<td>Bachelor’s Degree $44,244</td>
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<tr>
<td><strong>TRANSPORTATION, DISTRIBUTION &amp; LOGISTICS</strong></td>
<td>Heavy and Tractor-Trailer Truck Drivers</td>
<td>High School Diploma $41,167</td>
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<td></td>
<td>First-Line Supervisors Transportation &amp; Operators</td>
<td>High School Diploma $55,856</td>
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<tr>
<td><strong>FINANCE</strong></td>
<td>Accountants and Auditors</td>
<td>Bachelor’s Degree $58,260</td>
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<tr>
<td></td>
<td><strong>SCIENCE, TECHNOLOGY, ENGINEERING &amp; MATHEMATICS</strong></td>
<td>Engineers</td>
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<td></td>
<td>Sales Representatives, Wholesale and Manufacturing</td>
<td>Bachelor’s Degree $58,176</td>
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<tr>
<td></td>
<td>Market Research Analysts and Marketing Specialists</td>
<td>Bachelor’s Degree $41,569</td>
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<td>Sales Representatives, Services</td>
<td>Bachelor’s Degree $42,083</td>
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<tr>
<td><strong>MANUFACTURING</strong></td>
<td>Industrial Machinery Mechanics</td>
<td>Postsecondary Certification $50,110</td>
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<tr>
<td></td>
<td>Industrial Production Managers</td>
<td>Bachelor’s Degree $58,433</td>
</tr>
<tr>
<td></td>
<td>First-Line Supervisors Mechanics, Installers, Repairers</td>
<td>Postsecondary Certification $61,661</td>
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<tr>
<td><strong>LAW, PUBLIC SAFETY, CORRECTIONS &amp; SECURITY</strong></td>
<td>Lawyers</td>
<td>Professional Degree $79,421</td>
</tr>
<tr>
<td><strong>HUMAN SERVICES</strong></td>
<td>Healthcare Social Workers</td>
<td>Master’s Degree $45,676</td>
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1-877-607-0680
www.innovativeworkforce.com • www.readynwi.com • www.gotoworkonenw.com

* Source: www.IN.GOV
Offering You NO-COST Individual Services

- Skills evaluation
- Resume development and cover letter assistance
- Career planning
- Training dollars and scholarship/grant information
- Job search assistance
- Interview preparation
- Youth career and work information

Job Search Tools Available
You’ll gain the competitive edge you need to be successful in your job search by using (for free) the following WorkOne tools and information:

- Computer Lab
- Internet Access
- Fax Machine and Copier
- Telephone
- Information/Resource Center

FREE Workshops
Get valuable tips on how to get noticed by employers and land the job you really want!

WorkReady workshop topics include:

- Look At You! (And All Your Skills)
- Indiana Career Connect and You
- Resume: Templates, Formats and Options!
- Maximize Your Job Search!
- Interview Reality
- Improving Your Work Experience
- What’s Wrong with My Resume? - Resume Critique
- Stop! Look! Listen! Communication Works!
- Dropping the Past and Grasping the Future!
- Ready to Scream!
- Find Your Power! Find Your Success!
- Mock Interview
- Orientation
- Understanding Unemployment Insurance
- Smart Bright Ideas...Credit & Budget
- The Brand Called You
- Microsoft® WORD, Excel, and PowerPoint
- Northwest Indiana Professional Network (NIPN)

A WorkReady Completion Certificate will be presented to participants, based on completion requirements of workshops.

Veteran Priority Service If you are a veteran—you’ll receive priority service! Ask to speak to a WorkOne Veteran Rep.
These high schools provide career & technical education programs related to the Manufacturing, Transportation & Logistics industries.

If you know of a young person interested in learning more about the Manufacturing, Transportation & Logistics industries, ask to speak to a Career & Technical Director at your local school corporation!

LAKE COUNTY
School City of East Chicago, School City of Hammond, School Town of Highland, School City of Whiting, Lake Central School Corporation, Griffith Public Schools, School Town of Munster, Lake Station School Corporation, Lake Ridge Schools, Gary Community School Corporation, Merrillville Community School Corporation, River Forest Community School Corporation, Tri-Creek School Corporation, Hanover School Corporation, and Crown Point School Corporation, School City of Hobart.

PORTER COUNTY
MSD Boone Township, Porter Township Schools, Union Township School Corporation, Duneland School Corporation, Portage Township Schools, Valparaiso Community Schools, East Porter County Schools.

LA PORTE COUNTY
Michigan City Area Schools, Tri-Township School Corporation, MSD of New Durham, New Prairie United School Corporation, South Central School Corporation, and LaPorte Community Schools.

Indian Trails Career Cooperative (Southern counties which include Jasper, Newton, and Pulaski) Twin Lakes School Corporation, Kankakee Valley School Corporation, Rensselaer Central Schools, North Newton School Corporation, North White School Corporation, West Central School Corporation, Carroll Consolidated School Corporation, Delphi Community School Corporation, Frontier School Corporation, Tri-County School Corporation, and South Newton School Corporation.

North Central Area Vocational Cooperative (Southern counties which also include Starke) Culver Community Schools, Oregon Davis School Corporation, North Judson-San Pierre Schools, Knox Community School Corporation, Argos Community Schools, Plymouth Community Schools, Triton School Corporation, John Glenn School Corporation, Union-North United School Corporation, and Rochester Community Schools.

Succeeding in Manufacturing and Transportation, Distribution, and Logistics (TDL)

The manufacturing industry is changing. Much like the rest of the world, technology is changing the landscape of established industries and requiring more skilled workers at every level of an organization. Every person at each position, from entry-level to chief executive, now requires computer literacy to perform his or her job. Instead of machining parts by hand, manufacturers can use 3D printers or Computer Numerically Controlled Machines to create tiny pieces; this requires digital modelers to draw the piece in detail in a drafting program before any work can begin. This process is safer, more efficient, and it calls for a different kind of worker – one who is skilled with computers rather than tools.

The transportation, distribution, and logistics (TDL) industry has seen the need for technology skills, too. Material movers, often an entry-level position, are required to update software that tracks inventory movement; light truck or delivery service drivers plan their delivery routes using advanced software designed to maximize travel efficiency; and transportation managers use industry-standard databases to analyze problems with transportation or logistics systems.

Simply put, in 2014, if you are not computer-literate, you are difficult to employ.

Computer literacy, software proficiency, and technological savvy are all great bullet points on a resume, but these industries also require other skills that are a little harder to learn: soft skills. Soft skills are sometimes seen as the opposite of technical “hard” skills because soft skills are not often taught in conventional classrooms and they are not often seen on a resume or LinkedIn page.

They are more challenging to communicate, but just as vital to success as hard skills. To find out what soft skills employers in manufacturing and TDL were looking for, I asked two WorkOne Business Service Representatives to share the intelligence they gathered in their discussions with employers.
In the manufacturing industry, the following soft skills were important to employers in Northwest Indiana:

- Flexibility in work hours
- Willing to learn
- Detail oriented
- Able to work on a diverse team

TDL employers had a similar set of requests. Employers are seeking workers with the following:

- Time management
- Positive attitude
- Strong work ethic
- Adaptability

Soft skills that fit in both industries:

- Punctuality
- Active listening
- Initiative
- Troubleshooting

As each list shows, these are qualities employers look for when interviewing applicants and it is often these qualities (or lack thereof) that sways an employer's hiring decision one way or another. Keep this in mind at your next interview.

If you are interested in starting or continuing a career in manufacturing or TDL, here are some jobs that are in high demand right now.

**Manufacturing**

- **Welders, Cutters, Solderers, and Brazers** $17.53 High school diploma/GED AWS Certified Welder
- **Machinists** $21.24 High school diploma/GED CNC Machining
- **Team Assemblers** $10.79 High school diploma/GED On-the-job training
- **First-Line Supervisors of Production and Operating Workers** $30.24 High school diploma/GED Experience in manufacturing
- **Maintenance Workers, Machinery** $25.18 High school diploma/GED Industrial Maintenance Technician

**TDL**

- **Hazardous Material Removal Workers** $18.19 High school diploma/GED Certified Hazardous Materials Technician
- **Heavy and Tractor-Trailer Truck Drivers** $20.27 High school diploma/GED CDL certification
- **Industrial Truck and Tractor Operators** $16.83 High school diploma/GED Forklift operator training

Sources: EMSI Analyst – 2014.2 Complete Employment; O*Net Online

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**Routes available in your area.**

**For more information, please call.**

**EXTRA! EXTRA! INCOME!!**

Call us to become a carrier. We offer early morning hours, good earning potential and short hours!!

**Requirements:**
- Delivery 7 days
- Early morning hours
- Reliable transportation
- Valid driver's license
- Proof of Insurance

**Routes available in your area.**

- **Crown Point/Merrillville/St. John**
  - 219-933-4180
- **Crown Point/LDFS Cedar Lake/Outlying areas**
  - 219-852-4322
- **Gary/Hammond/ East Chicago/Griffith**
  - 219-933-3345
- **Illinois/Whiting/ Schererville**
  - 219-933-4167
- **Highland/Munster/Dyer**
  - 219-933-4160
- **Hobart/Portage/ Lake Station**
  - 219-762-1397 Ext. 2230
- **Valparaiso/Hebron/ Kouts/Westville**
  - 219-548-4371

**nwi.com**
Local woman begins new career after company relocates to Mexico

After having worked for Ashland Hardware Systems for 17 years, Debra Courtright lost her job. The company had made the decision to relocate in Monterrey, Mexico, leaving the 52 year old, hardworking woman without anywhere to turn. She immediately decided to seek assistance at the Morocco WorkOne, and took advantage of every single free class they offered. During this time, she was also applying for many jobs, working side by side with a very diligent Career Advisor, with whom Debra really connected with. “She didn’t let the grass grow under my feet, that’s for sure.”

Although looking to take a more clerical path, an opportunity arose with WorkOne in coordination with Ivy Tech that would offer Debra the opportunity to take classes towards a Certified Production Technician (CPT) certification. WorkOne paid for her tuition, and in wrapping up the 12 week course, she attended an employer open house, where she met her future employer. “My savings were dwindling, the class really helped me stay motivated and get on track,” said Courtright.

While speaking with the Vice President of Vector Packaging of Kentland at the open house, Debra said that while the CPT classes provided her with valuable skills and information, she felt that she had gained the confidence needed to express herself professionally with an employer. As a result of her confidence during the exchange with the VP, she received an interview, and was hired at Vector shortly after. She is thrilled to be using her new skills, while also building and developing in her career. Although not her originally intended path, Debra could not be more grateful for the opportunity WorkOne provided her, and for the chance she was given to uncover the passion for a career path she never knew existed.

For further information on how you might qualify for free training, contact your local WorkOne and ask to speak to the Center Manager. For full listing of sites see back panel of this publication or visit www.gotoworkonenw.com

Always have three people who can provide a positive recommendation

You’re a good worker. You give more than the minimum. You show up every day and you’re never late. You’re easy going and everybody likes you. That’s great, but the hiring manager wants proof. She wants to talk to three people who can vouch for you.

Who should I include as references?

Most hiring managers want three reliable references. Specifically, they want the name of your current boss—but NOT if that boss doesn’t know that you’re looking for another job. In that case, they’ll want the name of your previous employer.

Other good references might include former supervisors, teachers, coaches, co-workers, customers, and prominent people who know you. Prominent people might include an attorney, a banker, a doctor, the clergy, or a local business owner.

Am I supposed to ask before offering someone’s name as a job reference?

Yes, always ask. Those who agree to serve as a reference almost always give a better recommendation than those who are not asked. Those who weren’t asked are often caught off guard. They might struggle to remember who you were and what you did, and when you worked for them. To a hiring manager this hesitation might sound like the reference is not eager to recommend you.
How do I ask someone to be a reference? What do I say?

Call or visit them. Don’t ask by email or Facebook. You need to see their face or hear their voice when you ask.

When you do ask, don’t just ask for a recommendation—ask for a “positive recommendation.” You might say, “I’m applying for work as a (sales manager). I would like to list you as a reference. Would you be able to give me a positive recommendation?” Most people are flattered when asked. They’ll be happy to give you a good recommendation and they’ll say so. Others might not be interested in singing your praises. So, listen to their voice. Notice their body language. What does your gut tell you? If you don’t think they’ll give you a good recommendation, don’t use them.

I know my former boss won’t give me a good recommendation. Do I have to list him as a reference?

Could you ask your boss’s boss for recommendation instead?

Should I just tell the hiring manager that my boss and I don’t get along?

The manager will admire your honesty.

Here’s a big tip—never badmouth a former boss—it says that you are a troublemaker. Instead, put a positive spin on a negative situation. Try this: “Mr. (Owen) was the most demanding boss I ever worked for. We had our moments. But, I learned more from him than anyone I’ve ever worked for.”

Should I list references on my resume?

No. Your resume will pass through lots of hands—friends, friends-of-friends, connectors, and probably a few people you might not even know. You don’t want the names of your references to fall into the wrong hands. So, keep them off your resume. Another thing, if you put your references on your resume, you are inviting hiring managers to call your references before they’ve even met you. Instead, list your references on a separate sheet of paper. Include each person’s name, address, phone number, employer, job title, and best times for the hiring manager to call. Hand your list of references to the hiring manager during your job interview.

Should I send my references a copy of my resume?

Yes, don’t let them struggle to remember who you are and what you did on the job.

Once someone agrees to give you a positive reference, refresh his or her memory of you. Send a copy of your resume plus a list of the projects or assignments you worked on together. Be sure to include your duties, responsibilities, accomplishments and any other information that might help them give you a good recommendation.

PREP YOUR REFERENCES

Help your references do a good job of recommending you. Give them a copy of your resume. Also, provide each of them with an information sheet. An information sheet includes questions they will likely be asked—with positive examples and stories to help refresh their memories of you.

- What was the applicant’s name and job title? (Give your name and your highest job title while working for this reference)
- What were the applicant’s dates of employment? (Mention the dates you worked for him/her)
- Were you his/her supervisor? What was your job title? (Mention the reference’s job title at the time you worked for him/her)
- What were his/her strengths? (Mention a project where you learned quickly, did a great job, and worked in a team)
- What were his/her weaknesses? (Turn negatives into positives. Tell of a time when you were a fussy perfectionist)
- How would you grade his/her job performance? Why? (Mention a project where your performance was a B+ or better)
- How would you grade his/her job skills? Why? (Mention a project where you showed a mastery of your job skills)
- How would you grade his/her work attitude? Why? (Talk about a project you loved and how it made you feel)
- How would you grade his/her people skills? Why? (Mention a project where you were an important part of the team)
- Tell me about a time when he/she impressed you. (Mention your proudest achievement while working for this person)
- Why did he/she leave your company? (New opportunities, full-time employment, promotion, relocation, school, etc.)
- If it were possible, would you rehire him/her? (Say that you would enjoy working with this reference again someday)

(Resource: The Job Hunting Handbook, Dahlstrom+Company, Inc.)
“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”
— Malcolm X

Improve Yourself — Improve Your Life

Offering Free and Low Cost Day & Evening Classes
• Brush up on basic math, reading, and writing skills (ABE)
• Prepare for the H.S.E. exam or high school diploma completion
• Strengthen your English language skills (ESL)

Call NOW for classes near you! 1-877-607-0680

Northwest Indiana Adult Learning Consortium
See a full calendar of No Cost workshops on pages 10-13

Look At You! (And All Your Skills)
Identify your current and hidden skills and what it takes to rejuvenate your career.
Learn what information is essential when building an effective resume and completing job applications successfully.

Indiana Career Connect and You – Part 1: Profile
This computer-based workshop covers everything from creating and expanding your profile, the importance of completing personal assessments and getting the most out of your ICC account for high visibility.

Indiana Career Connect and You – Part 2: Online Resume
Workshop focuses on the Resume Builder portion of ICC. You’ll learn how to create an effective and well-versed resume online for recruiters to view.

Resume: Templates, Formats and Options!
This workshop is a lecture-filled wealth of knowledge that guides attendees through modern day resume styles and formats – and the advantages and drawbacks of each.

Maximize Your Job Search!
This hands-on workshop covers all the tricks of the trade in regards to internet job searching and shaping your social media image on LinkedIn.

Interview Reality
This highly interactive workshop is designed to eliminate the mystery, fear and stress of interviewing from your mind.

Improving Your Work Experience
You’ll learn strategies and skill to provide top-notch customer service. Topics include: dealing with difficult people, preventative maintenance, effective listening and constructive confrontation.

What’s Wrong with My Resume? — Resume Critique
This highly interactive workshop operates as a peer-review of your resume. Attendees are required to bring a printed copy of their resume in order to dissect not only their personal resume, but other attendees resumes.*

Stop! Look! Listen! Communication Works!
This workshop covers communication in the workforce, and in our everyday lives. Whether you have an upcoming interview, a networking event, a job fair, a hot date, a special occasion or want to change your life for the better — it’s time to change the way you communicate.

Dropping the Past! Grasping the Future!
This highly new age workshop provides coping mechanisms and tactics to help you understand the emotional stress of losing your job. Topics discussed – include: the grieving process, methods to stay focused and maintaining a positive attitude.

Ready to Scream!
A colorful and imaginative guide to managing your anger – this interactive workshop covers the origins, tips, tactics and ways to combat your negative feelings into positive and productive thoughts and goals.

Mock Interview
More than sample questions and answers – this hands-on workshop delves into attendees answering an array of interview questions in their own words and from their own experience. This workshop focuses on constructing “on the spot” original answers and parlaying your responses with body language and intonation

Orientation
More than just the unemployment office — an overview of services available at WorkOne offices across Northwest Indiana. Getting you employed, trained, and confident is our mission.

Unemployment Insurance
This workshop will provide you with the information you need to navigate the Unemployment Insurance process.

Northwest Indiana Professional Network (NIPN)
This exclusive networking group is for currently enrolled (intensive level) WorkOne clients who possess an Associate’s Degree or higher. A non-enrolled individual may attend one session of NIPN as a guest. Customers must be scheduled for this session by a Career Advisor.

Smart Bright Ideas…Credit & Budget
Going broke? Living check to check? We educate and encourage all clients to bank-wisely and achieve the financial freedom they deserve. Getting your finances in check is this workshops priority.

The Brand Called You
You will learn the basis of an elevator pitch – from construction to delivery and how to ultimately use it in any personal or professional situation get the job and life you deserve. This workshop will leave you more confident in selling your brand to the world.

Word UP! Intro to Word 2010
This workshop will help attendees understand the different groups, commands, and icons on the NEW Word Ribbon. Additional features include learning how to open, edit, and save documents in different formats.

Word UP! Advanced Word 2010
Learn the different ways to format text, pages, and paragraphs. Additional features include learning how to adjust margins, insert page breaks, page numbers and headers and/or footers. Attendees will created a one page newsletter from an existing unformatted document.

Word UP! Graphics for Word 2010
Learn how to insert tables, charts, and images in Microsoft Word. Additional features of the workshop include learning how to add and delete rows and columns, and moving or resizing graphics.

You Can Excel! Intro to Excel 2010
Understand the different groups, commands, and icons on the NEW Excel Ribbon. Additional features of the workshop include how to open, edit, and save spreadsheets in different formats.

You Can Excel! Advanced Excel 2010
You’ll be guided through the different ways to format cells, move around in a workbook, and how to add columns, as well as printing options in Excel.

You Can Excel! Formulas in Excel 2010
Using formulas and functions in Excel. Attendees will learned how to create formulas, copy formulas, and make charts from cell data. In addition attendees will learn how to calculate a loan using the PMT function.

Power Up! Intro to PowerPoint 2010
This workshop helps attendees understand the different groups, commands, and icons on the NEW PowerPoint Ribbon.

Power Up! Advanced PowerPoint 2010
Discover how to construct slides using images, clipart, videos, and sound to your presentations to make them more interesting and engaging.

Power Up! Mastering Animations
Discover how to add transitions to PowerPoint slides. Attendees will also learn how to animate text, pictures, and graphics.

Look Out! Microsoft Outlook
Learn to use Microsoft Outlook for organization, time management, workplace communication, internal and external email communication and sharing calendars.
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
</tr>
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| 9AM – 10:30AM Intro to Excel  
10:30PM – 12PM Advanced Excel  
1PM-2:30PM Working with Formulas in Excel | 9:00-10:30AM Look at You and All Your Skills  
10:30AM-12PM Interview Reality  
1:30-3:00PM Resume: Templates, Formats, and Options | 10-11:30AM The Brand Called You  
1-2:30PM Improving Your Work Experience  
2:30-3:30PM ICC and You 1: Profile | 9AM – 10:30AM Intro to PowerPoint  
10:30AM – 12PM Advanced PowerPoint  
1PM-2:30PM Mastering Animations in PowerPoint |
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**Southern Counties**

**August 2014**

**Jasper County**
116 N. Van Rensselaer St., Rensselaer, IN; 219-866-2309 Fax: 219-866-2746. Hours: Mon, Tues, Wed & Fri - 8am – 4:30pm; Thurs - 10am – 4:30pm

**Newton County**
4117 S. 240 West, Ste. 400 • Morocco, IN 800-661-2258 Fax: 219-285-2213 Hours: Mon, Tues, Wed - 8am – 4:30pm

**Starke County**
53 N. Lake Street • Knox, IN 574-772-6992 Hours: Mon, Tues, Wed & Fri - 8am – 4:30pm

**Pulaski County**
123 N. Market Street, Ste. 2 • Winamac 574-946-6300 Fax: 574-946-3628 Hours: Tues & Wed - 8:00am – 4:30pm
### WorkOne CareerConnect - August / September 2014

#### Portage Office August 2014

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<tr>
<th>MONDAY</th>
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<td>Word Up! Microsoft Word Series</td>
<td>10:30-12PM</td>
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<tr>
<td>9:00-10:30AM Interview Reality</td>
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<td>9:00 — 10:30AM</td>
</tr>
<tr>
<td>9:00-10:30AM Maximize Your Job Search</td>
<td>9:00-10:30AM Maximize Your Job Search</td>
<td>10:30-12PM Advanced PowerPoint</td>
<td>10:30-12PM</td>
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<td>10:30-12PM Online Job Search Computer Lab</td>
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<td>You can Excel!</td>
<td>9:00 — 10:30AM Intro to Excel</td>
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</tr>
<tr>
<td>9:00-10:30AM Improving Your Work Experience</td>
<td>9:00-10:30AM Improving Your Work Experience</td>
<td>10:30-12PM Advanced Excel</td>
<td>10:30-12PM</td>
<td>10:30-12PM</td>
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<tr>
<td>10:30-12PM Stop! Look! Listen! Communication Works!</td>
<td>10:30-12PM Stop! Look! Listen! Communication Works!</td>
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**To sign up for a FREE workshop, call a WorkOne office or visit [www.gotoworkonenw.com](http://www.gotoworkonenw.com)**

**WorkOne CareerConnect . August / September 2014**
# WorkOne CareerConnect
## Southern Counties Sept. 2014

**Jasper County**  
110 N. Van Rensselaer St., Rensselaer, IN; 219-866-4330 Fax: 219-866-2746. Hours: Mon, Tues, Wed & Fri - 8am – 4:30pm; Thurs - 10am – 4:30pm

**Newton County**  
4117 S. 240 West, Ste. 400 • Monroe, IN 800-661-2258 Fax: 219-285-2213 Hours: Mon, Tues, Wed - 8am – 4:30pm

**Starke County**  
53 W. Lake Street • Knox, IN 574-772-6882 Fax: 574-772-6899 Hours: Mon, Tues, Wed & Fri - 8:00am – 4:30pm, Thurs - 10:00am – 4:30pm

**Pulaski County**  
123 N. Market Street, Ste. 2 • Winamac 574-946-6300 Fax: 574-946-3628 Hours: Tues & Wed - 8:00am – 4:30pm

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## Gary Office Sept. 2014

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| HOLIDAY | 9-10:30AM The Brand Called You  
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## Hammond Office Sept. 2014

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### WorkOne CareerConnect Workshop Calendar

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<td>6</td>
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<td>10:30AM-12PM Resume Templates, Formats and Options 1:30-2:30PM What's Wrong with my Resume?</td>
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<td>9:00-10:30AM ICC and YOU Part 2: Online Resume 1:30 — 3:00PM Intro to Word 3:00-4:30PM Advanced Word</td>
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</tbody>
</table>
Northwest Indiana is home to over 30 adult education and learning sites

Providing FREE classes!

Many area adult education programs can help you:

- Brush up on basic math, reading and writing skills before registering for college
- Prepare you for the G.E.D. exam
- Strengthen your English language skills and adapt to practical everyday situation in the U.S.

**Adult Basic Education (ABE)**
Addresses basic skill needs; e.g., reading, writing, language and math.

**Adult Secondary Credit (ASC)**
Provides the opportunity for those who didn’t finish high school to return as adults and complete credits toward a regular high school diploma.

**General Educational Development (GED) Preparation**
Prepares the student to pass the exam for the GED diploma—the equivalent to a credential for high school completion. The actual GED testing is only offered at a few sites.

**English as a Second Language (ESL)**
Provides English language instruction to non-English speaking adults along with practical skills for everyday personal, social, and working situations.

*Note: Many adult education locations may require an annual $20.00 administrative fee to cover books, materials, and/or supplies, however instruction is free.
Tri-Town Adult Learning
St. John Community Center
1515 Lincoln Hwy., Schererville, IN 46375
(219) 322-6700
Tues/Thurs - 12:00 pm to 6:00 pm
Wed. - 2:00 pm to 8:00 pm
ABE, GED, ESL

Hammond Area Career Center
5727 Sohl Ave., Hammond, IN 46320
(219) 933-2419
Mon thru Thurs. ESL - 9:00 am to 12:30 pm
Mon. thru Thurs. GED - 9:00 am to 1:00 pm
Mon. thru Thurs. ESL/GED - 6:00 to 8:30 pm
ESL/Citizenship Class - Sat. 9:00 am to 12:30 am
at Greater Hammond Community Center)

Lake Ridge Schools
6111 W. Ridge Rd., Gary, IN
(219) 838-1819 or (219) 989-7816
Mon. thru Fri. - 9:00 am to Noon
and 1:00 to 4:00 pm
GED, ABE, ASC, ESL

Merrillville Adult Education
6701 Delaware St., Merrillville, IN 46410
(219) 650-5310
GED Prep. Program (ABE)
Mon. thru Thurs. - 6 to 8:30 pm
Jan. thru March
Apr. thru June
July thru Sept.

GED Testing
Twice Monthly - Mon. & Tues.
4:45 pm to 9:00 pm
Dates and registration available at
www.mvsc.k12.in.us/adulted

High School Diploma Completion
Mon. thru Thurs. - 3:45 to 9:10 pm
Aug. 30 thru Dec. 21, 2011 To be Determined

Whiting Public Library
1735 Oliver Avenue
Whiting, IN 46394
219-933-2419
ESL: Tues. & Thurs. from 2:30 to 4:30 pm

GARY CITY-WIDE SITES

Gary Area Career Center
1800 East 35th Ave.
(219) 963-2085
Mon/Tues/Wed/Thurs - 4:30 pm to 8:30 pm
Also offers Adult Secondary Credit (ASC) classes Mon. thru Fri. - 3:00 pm to 8:00 pm

Carter G. Woodson Library
501 S. Lake St.
(219) 938-3941
Mon. & Wed. - Noon to 3:00 pm

Salvation Army
1351 West 11th Ave.
(219) 882-9377
Tues/Thurs - 5:30 pm to 8:30 pm

Cisco Academy
(Delaney Community)
831-833 West 21st Ave.
Mon., Tues., Wed. - 9:00 am to 1:00 pm
Thurs. 10:00 am to Noon

Ivy Tech Community College
1440 East 33th Ave., Room C207
(219) 981-1111
Tues. & Thurs. - 9:00 am to Noon (offers ESL also)

WorkOne (Village Shopping Ctr)
3522 Village Court
(219) 981-4100
Tues., Wed., Thurs. 9:00 a.m. - Noon

Calumet Twp. Trustee
485 Broadway •
Calumet Twp. Trustee
(219) 921-0567
100 West Indiana St., Chesterton, IN 46304

Michigan City Public Library
100 E. 4th Street, Michigan City, IN 46360
(219) 873-3043 Call for specific days and hours
Individualized tutoring services include GED preparation, Adult Basic Education (ABE), and English as a Second Language (ESL)

A.K. Smith Career Center
817 Lafayette St., Michigan City, IN 46360
16 & 17 year olds, Mon. thru Fri. - 9 to 11 am and Noon to 3:00 pm
18+ year olds, Mon/Tues/Wed - 3:30 to 7:00 pm

LaPorte WorkOne
300 Legacy Plaza West, LaPorte, IN 46350
(219) 362-2175
Mon/Tues/Wed/Thurs - 9:00 am to 5:00 pm
Wed/Thurs - Noon to 8:00 pm
Friday - 9:00 am to Noon

Newton County Government Ctr.
Suite 300, Morocco, IN • 219-285-8005
Mon thru Thurs. - 9:00 am-3:00 pm
Tues & Thurs. - 4:00 pm-8:00 pm

Newton County Government Ctr.
Suite 300, Morocco, IN • 219-285-8005
Mon thru Thurs. - 9:00 am-3:00 pm
Tues & Thurs. - 4:00 pm-8:00 pm

WorkOne CareerConnect . August / September 2014   page 15

Valparaiso Adult Learning Center
St. Andrew's Episcopal Church
505 Bullseye Lake Road, Valparaiso, IN 46383
(219) 462-4230
Mon/Tues/Wed/Thurs - 9:00 am to 3:00 pm
ABE, GED, ESL

Valparaiso Adult Learning Center/NEO
5391 Central Ave., Portage, IN 46368
(219) 850-4331
www.neoadulted.org

Adult ABE & GED
Mon. thru Thurs. 7:30 am - 9:00 am and
Mon. thru Thurs. 4:00 - 8:00

ASC (High School Diploma Completion):
Mon. thru Thurs. 3:30 - 7:30 pm

Official GED Testing Center
5391 Central Ave., Portage, IN
Exact test dates available at www.neoadulted.org or call
(219) 850-4448

PULASKI COUNTY

Pulaski Co. Adult Learning Center
Pulaski Co. Annex
125 S. Riverside Dr., Winamac, IN 46996
(574) 242-0131
Mon. & Wed. - 4:00 pm to 7:00 pm
Tues. & Thurs. - 9:00 am to noon
ABE, GED, ESL

STARKE COUNTY

Starke County. Adult Learning Center
WorkOne
6 North Shield St., Knox, IN 46534
(574) 249-8720
Mon. & Wed. 4:00 pm to 9:00 pm
Tues. & Thurs. 8:30 am to 1:30 pm
ABE, GED, ESL

North Judson Adult Learning Center
North Judson Wayne Township Public Library
208 Keller Avenue
North Judson, IN 46366
(574) 896-2841
Mon. and Wed. - 10:00 am to 1:00 pm
Thurs. - 5:00 to 8:00 pm
ABE, GED, ESL

Valparaiso Adult Learning Center
St. Andrew's Episcopal Church
505 Bullseye Lake Road, Valparaiso, IN 46383
(219) 462-4230
Mon/Tues/Wed/Thurs - 9:00 am to 3:00 pm
ABE, GED, ESL

Portage Adult Learning Center/NEO
5391 Central Ave., Portage, IN 46368
(219) 850-4331
www.neoadulted.org

Adult ABE & GED
Mon. thru Thurs. 8:30 am - 1:00 pm and
Mon. thru Thurs. 5:00 - 8:00

ASC (High School Diploma Completion):
Mon. thru Thurs. 3:30 - 7:30 pm

Official GED Testing Center
5391 Central Ave., Portage, IN
Exact test dates available at www.neoadulted.org or call
(219) 850-4448

PULASKI COUNTY

Pulaski Co. Adult Learning Center
Pulaski Co. Annex
125 S. Riverside Dr., Winamac, IN 46996
(574) 242-0131
Mon. & Wed. - 4:00 pm to 7:00 pm
Tues. & Thurs. - 9:00 am to noon
ABE, GED, ESL
Where Job Seekers & Employers Meet

For all your employment or training needs contact one of the WorkOne centers now! www.gotoworkonenw.com

WorkOne, 3522 Village Court • Gary, IN 219-981-1520 or 861-4100 Fax: 219-981-4121
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm

WorkOne Hammond, 5265 Hohman Avenue • Hammond, IN 219-933-8332 Fax: 219-933-8370
Hours of operation:
Mon, Tue, Thurs & Fri - 8:00am – 4:30pm
Wed - 10:00am – 4:30pm

WorkOne Knox, 1913 S. Heaton St. Suite B • Knox, IN 574-772-6882 Fax: 574-772-6899
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm

WorkOne LaPorte, Sagamore Center • 300 Legacy Plaza West
LaPorte, Indiana 46350-5876 219-362-2175 Fax: 219-362-1198
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm

WorkOne Michigan City, 302 W. 8th Street
Michigan City, Indiana 46360 219-809-0575 Fax: 219-809-0577
Hours of operation:
Mon, Wed & Fri - 8:00am – 4:30pm

WorkOne Morocco, 4117 S. 240 West, Ste. 400 • Morocco, IN 800-661-2258 Fax: 219-285-2213
Hours of operation:
Mon, Tues & Wed - 8:00am – 4:30pm

WorkOne Portage, Ameriplex Commercial Park
1575 Adler Circle, Ste. A • Portage, IN 219-762-6592 Fax: 219-762-1052
Hours of operation:
Mon, Tues, Thurs & Fri - 8:00am – 4:30pm
Wed - 10:00am – 4:30pm

WorkOne Rensselaer, 116 N. Van Rensselaer Street • Rensselaer, IN 219-866-4330 Fax: 219-866-2746
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm

WorkOne Winamac, 123 N. Market Street, Ste. 2 • Winamac, IN 574-946-6300 Fax: 574-946-3628
Hours of operation:
Tues & Wed - 8:00am – 4:30pm (EST)

Overseas of Region 1 WorkOne System is provided
by the Northwest Indiana Workforce Board
www.gotoworkonenw.com