

OCTOBER / NOVEMBER 2015

WorkOne Career Connect

Northwest Indiana

- 
- A photograph showing four individuals from behind, walking away from the camera on a bright, industrial floor. From left to right: a man in a blue hard hat and blue work jacket; a man in a white hard hat and dark suit; a woman in a white hard hat and light-colored suit; and a man in a red hard hat and dark suit carrying a red toolbox. The background features industrial machinery and structures under a bright sky.
- » MAKING IT IN MANUFACTURING
 - » QUICK FACTS ABOUT MANUFACTURING
 - » UPCOMING CAREER AND TECHNICAL EDUCATION TRAINING

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

Veteran Priority Service If you are a veteran—you'll receive priority service! Ask to speak to a WorkOne Veteran Rep.

New **FREE** WORKSHOPS

See pages 9-13 for complete details!



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@WorkOne_NWI



October / November 2015

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6 Upcoming Career and Technical Education Training

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WorkOne Northwest Indiana Career Connect is an initiative of the Northwest Indiana Workforce Board. Serving Jasper, Lake, La Porte, Newton, Porter, Pulaski and Starke Counties.

The WorkOne system is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. Call (800) 743-3333 (TDD/TTY relay services).

Editorial for Career Connect provided by Barbara Grimsgard, Communications Manager, Center of Workforce Innovations, Regional Operator-WorkOne Region 1. 2804 Boilermaker Court, Ste. E, Valparaiso, IN 46383 | 219-462-2940 www.gotoworkonenw.com

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COUNTDOWN: 10 Mistakes on a Military Resume

10 MISTAKE: Too much military jargon so a Human Resource (HR) professional cannot determine where you would best fit with the company.

SOLUTION: Describe the skills that you gained in the military in a transferable manner, don't focus on one aspect of your position but the responsibilities and accomplishments as a whole, and which are not just specific to the military.

9 MISTAKE: Including multiple phone numbers.

SOLUTION: Include only your primary phone number and make sure you have an answering machine or voice mail on that number along with a courteous professional greeting.

8 MISTAKE: Leaving off your e-mail address.

SOLUTION: Always include your e-mail address, this is the second most popular way (after the telephone) the vast majority of employers and recruiters correspond.

7 MISTAKE: Including a picture on the resume.

SOLUTION: Leave off all pictures. In the United States this information could be considered discriminatory and should always be left off.

6 MISTAKE: Adding personal information about yourself, for example: Married with 2 children, ages 7 and 9.

SOLUTION: Leave this off all together. You do not want to allow the hiring manager to make certain assumptions they are not allowed by law to make. The HR professional may feel that you will not travel, etc. because of your family.

5 MISTAKE: Including any information that specifically would lead a reasonable person to know from a resume the applicant's race, color or religious affiliation.

SOLUTION: Leave off all information of any group or award that specifically reveals your race, color or religious background. Knowing this background is a "hot potato" for an employer, and will cause them to immediately eliminate the resume from consideration.

4 MISTAKE: Three, four, five or longer page resumes.

SOLUTION: The longest any resume should be is two pages. Remember a resume is to tell a brief career history, the emphasis on "brief." Many people feel they will look better to an employer having a longer resume. The reality is--the reverse is true. A Curriculum Vitae that is used in countries outside the United States and Canada should be longer, but not a resume.

3 MISTAKE: Using the word "I" anywhere in the resume.

SOLUTION: A resume is written in third person.

2 MISTAKE: Using elaborate or non-standard fonts.

SOLUTION: Use a very standard font, the closer to one that is used in a book the better. Both people and Optical Character Readers (OCR) can read the standard fonts such as Times New Roman or Courier. Remember the purpose of sending a resume to an employer is to have it read.

1 MISTAKE: Having a resume that does not match the person.

SOLUTION: People are brought in for interviews based on their resumes, if the person during the interview does not match the resume then the company feels they have been misled.

Source: Military.com



Making It in Manufacturing

The manufacturing industry is a big part of the U.S. economy, making up 13% of total gross domestic product in 2013. In Indiana, manufacturing is an even bigger share at 28% (that's \$86.4 billion dollars). Though it was hit hard during the Great Recession, a recent study by the trade publication Manufacturers' News reported that manufacturing employment has risen in Indiana for the last four years in a row; between April 2014 and April 2015 alone the sector added 7,500 new jobs.

Despite the glowing news of recovering prosperity, one real concern during this time has been that production has been ahead of employment. Within the seven-county area of Northwest Indiana annual growth in employment is indeed expected to decline slightly (0.5%) between

2015 and 2020. While that's obviously not good, it's also not as bad as it sounds. The manufacturing industry

employs nearly 47,000 workers in our region and even if that dips as expected the industry will remain both central to the

regional economy and one of the area's largest employers. But if (even after past years' growth) industry employment



◀ TOP JOBS IN MANUFACTURING

Job Title	Median Hourly Earnings	Education or Experience	Projected # of Jobs by 2020
Industrial Production Manager	\$45.57	Bachelor's Degree plus <5 years experience	521
Electricians	\$35.00	Apprenticeship	1,516
Rolling Machine Setter, Operator, and Tender (Metal and Plastic)	\$27.44	Moderate-term on-the-job training	2,994
Industrial Machinery Mechanic	\$25.14	Long-term on-the-job training	3,336
Machinist	\$19.97	Long-term on-the-job training	1,054

Submitted by Stefan Barkow, Center of Workforce Innovations | innovativeworkforce.com | sbarkow@innovativeworkforce.com

is dipping, is it still a good idea to try and find a job in manufacturing?

A separate report from Ball State University and Conexus Indiana, a private sector-led initiative that works in the advanced manufacturing and logistics sectors, has the answer to that question. Even if the total number of jobs dip, their report predicts that job openings will rise. Nationwide, the report says we should expect to see 150,000 job openings every year for the next decade. How is that possible? Researchers report that many of these openings will be due to baby boomers retiring, which opens the door for new talent to start a career that often pays above average wages.

What kind of pay are we talking here? Wages vary depending largely on experience in this industry, with more skilled jobs receiving more compensation per hour. Electricians in the industry typically have to go through an apprenticeship but report median hourly earnings of \$35 an hour. Machinists and certain mechanics who get the necessary training, often through on-the-job opportunities, can expect around \$20 an hour or more. These aren't easy jobs by any means, but hard workers can excel and prosper in an industry that has been, is, and will remain to be a central pillar of Northwest Indiana's economy. If you want to be ready to fill one of those soon-to-be available positions, now is the time to start training. ■

Quick Facts about Manufacturing

- ◀ In the most recent data, manufacturers contributed \$2.09 trillion to the economy. This figure has steadily risen since 2009 when manufacturers contributed \$1.73 trillion. The sector accounts for 12.0 percent of GDP.¹ For every \$1.00 spent in manufacturing, another \$1.37 is added to the economy, the highest multiplier effect of any economic sector.
- ◀ Manufacturing supports an estimated 17.6 million jobs in the United States—about one in six private-sector jobs. More than 12 million Americans (or 9 percent of the workforce) are employed directly in manufacturing.
- ◀ In 2013, the average manufacturing worker in the United States earned \$77,506 annually, including pay and benefits. The average worker in all industries earned \$62,546.
- ◀ Manufacturers in the United States are the most productive in the world, far surpassing the worker productivity of any other major manufacturing economy, leading to higher wages and living standards.
- ◀ Manufacturers in the United States perform more than three-quarters of all private-sector R&D in the nation, driving more innovation than any other sector.
- ◀ Taken alone, manufacturing in the United States would be the ninth-largest economy in the world.



Resource: See more at: <http://www.nam.org/Newsroom/Facts-About-Manufacturing/#sthash.QtYfZ1FL.dpuf>

Upcoming Career and Technical Education Training in NW Indiana

WorkOne offers financial grant assistance for in-demand degreed training programs at multiple local universities and colleges as well as short-term certificate-based skills training in many other in-demand programs such as Healthcare, Production, Advanced Manufacturing, Information Technology, Transportation, and more. Tuition assistance with industry recognized high-demand certifications, licenses, and college degrees are made available to those who qualify. If you are currently in an Adult Education program working towards a High School Equivalency (HSE or formerly known as GED) there are opportunities to work on your HSE while completing an industry recognized certification in a high demand occupation. Career certificate training improves your chances of securing a good job in higher wage occupations.

► Below are just a few opportunities that are offered throughout the year in NW Indiana:

CNC Training – Computerized Numerical Control Operator

- CNC Milling
- CNC Turning
- CNC Measurement, Material & Safety

CPT Training (Six Sigma White Belt) – Certified Production Technician

- Safety
- Quality Practices & Measurement
- Manufacturing Processes & Production
- Maintenance Awareness

START Training – Skills, Tasks, and Results Training (Hospitality)

- Front Desk Representative
- Guestroom Attendant
- Maintenance Employee
- Restaurant Server

Welding Training

- Front Desk Representative

CDL Training

- Commercial Driver's License



Certified Nursing

- Certified Nurse's Assistant License (CNA)
- Home Health Aid License (HHA)

Pharmacy Technician

- Certified Pharmacy Technician (PTCB/CPHT) Certificate

Emergency Medical Technician

- EMT – B Certification

Electronic Health Records Specialist

- Certified Billing & Coding Specialist
- Electronic Health Records Specialists

For information on class locations starting up in NW Indiana and to find out if you qualify for training dollars, contact WorkOne. For a location near you, see back panel of this publication or visit gotoworkonenw.com.

SUCCESS STORIES



Gale's story

WITH ENCOURAGEMENT FROM HER WORKONE CAREER ADVISOR LOCAL WOMAN BEGINS NEW TRUCK DRIVING CAREER

At 46 years old, I wasn't convinced I could do this," said Fair Oaks resident Gale Helton about her new career. Helton needed a full-time job with benefits. "Because of the new health care laws, I had to have a job with health insurance." Helton went to sign up with Manpower, and as luck would have it, all the computers were taken and she was sent to use the free computer lab at WorkOne. It was then;

Helton met WorkOne Career Advisor Samantha Jessen who advised her of all the services offered at WorkOne, including scholarships for training to those who qualify. And Helton qualified. She was a part-time school bus driver. So, it wasn't that big of a leap for her to go to truck driving school. Now she has her Commercial Driver's License (CDL) and is earning good money. She went from part-time, low

income, and no benefits, to more than \$19 per hour, full-time, all year, with full benefits.

"You succeed in baby steps," said Helton. Adding, "Samantha called and kept encouraging me. But it was hard. There's always a sacrifice. The sacrifice is great. I was missing out on work over the weekends. I gave up \$400 jobs so I could go to school. Christmas sucked for my kids because

of it." Even once she got the job working for YRC trucking of Chicago Heights, Helton explained there was a week long, unpaid orientation then two weeks of work before a paycheck came. "But I survived because of Samantha - and I got gas cards - that got me through. I'm just amazed I could do it. I wouldn't have been able to do it without the scholarship and WorkOne." ■



Kamau's story

VET TURNS TO WORKONE TO GAIN EMPLOYMENT AND BECOME SELF SUFFICIENT

Kamau Kadirifu is a 58 year old veteran of the United State Air Force who was until recently a homeless veteran. He has a Bachelor of Arts degree from Chicago's Columbia College in photography. He had been doing well with employment until several layoffs with different companies led to him moving to Crown Point to be with a girlfriend. When that relationship ended he found himself homeless.

Kadirifu's story may sound remarkable, but it's a scenario all too close to nearly half of us. According to a survey by Bankrate.com 4 out of 10 Americans are one bill away from disaster. "I ended up in a vet's shelter

for the homeless. Through them I got to WorkOne. I took the CNC training program," said Kadirifu. As the Computer Numerically Controlled (CNC) training was coming to an end, a WorkOne Business Representative arranged for Kadirifu's class to take a tour through Hammond Machine Works, a factory that uses CNC programmers. Kadirifu was impressed. "I had done my research. I saw that CNC was a pretty viable industry. I liked what I saw at Hammond Machine Works. We all got a chance to meet the management. That same day I got on a computer and sent an email to the guy, thanking him for the tour and expressing interest in

working there. I asked my WorkOne career advisor to send my resume to them that same day."

Kadirifu got a phone call from Hammond Machine Works for an interview and was offered the job on the spot. Kadirifu said he really needed the job and that's why he was so persistent at WorkOne, "Persistent even to the point of being a pest," said Kadirifu. Also, he was well prepared. He had a polished resume ready even before his training ended. And he kept forging ahead. "I kept telling myself not to give up," said Kadirifu.

It was a long, hard path for Kadirifu and included the involvement of many agencies along the way,

and several advisors at WorkOne, including a veteran's representative. Sometimes Kadirifu felt frustrated. Sometimes the path was dark. "I questioned myself, even questioned God. I try to live right and do right by people. I was like, 'What do I have to do? What do I have to do to get a job?'" said Kadirifu.

As Kadirifu told his story, he was standing outside an art gallery in Gary. "I'm looking at an art gallery right now and getting ready to go in. I live in Miller. I've made some friends here and in the art community. It's close to the lake and it's really beautiful here. Persistence put me where I am today. I like where I am today." ■

FREE EDUCATION MONEY!

EVERYONE should apply for FAFSA. It makes smart sense!

The office of Federal Student Aid at the U.S. Department of Education is the largest provider of student financial aid in the nation. They provide grants, loans, and work-study funds for college or career school, offering more than \$150 billion each year to help millions of students for higher education.

They ensure students and their families can benefit from programs such as the Free Application for Federal Student Aid (FAFSA®) which they developed. They process approximately 22 million FAFSA submissions each year.

Completing the Free Application for Federal Student Aid (FAFSA®) is the first step toward getting federal aid for college, career school, or graduate school.

Many states and colleges use your FAFSA data to determine your eligibility for state and school aid, and some private financial aid providers may use your FAFSA information to determine whether you qualify for their aid.

ANSWERS TO IMPORTANT QUESTIONS ABOUT FAFSA

WHY SHOULD I FILL OUT THE FAFSA?

If you don't fill out the FAFSA, you could be missing out on a lot of financial aid! We've heard a number of reasons students think they shouldn't complete the FAFSA. Here are a few:

- "I (or my parents) make too much money, so I won't qualify for aid."
- "Only students with good grades get financial aid."
- "The FAFSA is too hard to fill out."
- "I'm too old to qualify for financial aid."

If you think any of these statements apply to you, you may be very wrong. The reality is, EVERYONE should fill out the FAFSA!

WHEN DO I FILL OUT THE FAFSA?

The FAFSA becomes available in early January each year, and there are different deadlines for different programs.

You have to fill out the FAFSA every year you're in school in order to stay eligible for federal student aid.

Go to www.fafsa.gov, fill out the application, regardless of your age, grades or income level.

For more information about federal student aid, see **StudentAid.gov** or contact the Federal Student Aid Information Center:

1-800-4-FED-AID (1-800-433-3243) ■ TTY: 1-800-730-8913

For inquirers without access to the toll-free number: 319-337-5665 ■ E-mail: studentaid@ed.gov

AID PROGRAM

Federal student aid

State student aid

College or career school aid

Other financial aid

DEADLINE INFORMATION

For the 2016–17 year, you can apply between Jan. 1, 2016, and June 30, 2017. However, there are a few first come, first served federal student aid programs, so be sure to apply as soon as you can.

You can find state deadlines at www.fafsa.gov

Check the school's website or contact its financial aid office. School deadlines are usually early in the year (often in February or March).

Some programs other than government or school aid require that you file the FAFSA. For instance, you can't get certain private scholarships unless you're eligible for a Federal Pell Grant—and you can't find out whether you're eligible for a Pell Grant unless you file a FAFSA. If the private scholarship's application deadline is in early to mid-January, you'll need to submit your FAFSA before that deadline.

fafsa.gov

WorkOne offers New Workshops

I've Got Skills serves as an introduction to the job search process from the customer perspective. A good resume is vital to getting interviews and eventually landing a job, but for a lot of job seekers the question becomes "What do I put on the resume?" or "What do I say in an interview?" This session guides customers through the process of identifying their skills. It provides the customer with the information they will need to create an accurate resume and also prepare them to discuss their value to an employer should they get an interview. Core Level and instructor led.

- ▶ Learning Outcomes Covered:
 - Work Readiness (skills inventory)
 - Career Interest (transferability of skills to other industries)

Getting More Out of ICC introduces customers to Indiana Career Connect. It covers the process of creating a profile properly and the importance of completing the personal assessments (matching percentages, etc.). The goal is to increase ICC usage by customers as well as increase their success rate with job searching on the site. Core Level and instructor led.

- ▶ Learning Outcomes Covered:
 - Work Readiness (skills inventory)
 - Career Interest
 - Digital Literacy

Building Your Resume in ICC deals exclusively with the resume builder function in Indiana Career Connect. Participants are guided through the resume creation process, using their pre completed data sheets from the "I've Got Skills." Core Level and instructor led.

- ▶ Some of the specific points covered are:
 - The importance of the resume being posted and online
 - The use of templates in the system
 - How to upload an existing resume into the builder

- ▶ Learning Outcomes Covered:
 - Resume Development
 - Career Interest
 - Digital Literacy
 - Job Search

How to Job Search on the Web covers internet job searching techniques. Customers gain hands on experience by using computers and performing actual searches based upon their employment interest. Core Level and instructor led.

- ▶ **Topics include:**
 - The difference between suppressed an unsuppressed job orders
 - Different searching techniques (by area employer, etc.)
 - Tips on avoiding limited results (salary too high on search criteria, etc.)

- ▶ Learning Outcomes Covered:
 - Job Search
 - Career Interest
 - Digital Literacy
 - Resume Development
 - Work Readiness

Building an Effective Resume (informational) – Level 1 presents an introductory overview of the resume development process. This workshop is presented at the core level and is instructor led. Attendees are guided through the different types of resumes and the advantages and drawbacks of each format. Additional features of the workshop include guidance on resume length, prioritizing information, cover letters, and follow up correspondence. Core Level and instructor led.

- ▶ Learning Outcomes Covered:
 - Resume
 - Work Readiness
 - Job Search

Interview Basics serves as an introduction to customers to the interviewing process. It is an introductory session to acclimate the customer to interviewing as a concept and is designed

to eliminate the mystery and fear from their minds. It is designed to prepare the customer for subsequent components that involve mock interviewing and critique. Core Level and instructor led.

Topics include:

- The purpose of the interview (not to get hired, but to establish self as the best candidate)
- Types of interviews commonly used
- ▶ What purposes they are used for
 - Qualities employers seek out in applicant responses
 - Questions you must be able to answer if prompted
 - Dealing with difficult questions
- ▶ Learning Outcomes Covered:
 - Interviewing
 - Work Readiness
 - Job Search
 - Career Interest

ONLINE OFFERINGS INCLUDE:

Orientation provides clients with an overview of the services available at WorkOne. The goal is to encourage customers to make full use of WorkOne offerings, enroll in intensive level services and work with a Career Advisor. Core Level and Self-Service.

- ▶ Learning Outcomes Covered:
 - Orientation to WorkOne services

Unemployment Insurance provides customers with information they need to navigate the Unemployment Insurance process. Topics include the initial claim, eligibility, and work search requirements. Core Level and Self-Service.

- ▶ Learning Outcomes Covered:
 - Unemployment Insurance
 - Job Search
 - Digital Literacy
 - Financial Literacy

WorkOne no-cost workshop calendar

Workshop Schedule Subject To Change. Register for our FREE workshops at www.gotoworkonenw.com

Gary Office October 2015 | 3522 Village Circle, Gary, IN (219) 981-1520 Open M,T,W,F 8AM-4:30PM; TH 10AM-4:30PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			10:30-12:00 Interview Preparation 1
9:00-10:00 Indiana Career Connect: Profile 5 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	1-2:30 Interview Preparation 6 2:30-3:30 How to Create a Resume		7
			8
Columbus Day Office Closed 12	1-2:00 I've Got Skills 13 2:00-3:30 Interview Preparation		10:30-12:00 ICC Profile 15
9:00-10:00 Indiana Career Connect: Profile 19 10:00-11:00 ICC Resume Builder 1-2 Intro to Word	1:00-2:00 I've Got Skills 20 2:00-3:30 How to Create a Resume		21
			10:30-12:00 Interview Preparation 22
9:00-10:00 Indiana Career Connect: Profile 26 10:00-11:00 ICC Resume Builder 1-2 Advanced Word	1:00-2:30 Interview Preparation 27 2:30-3:30 I've Got Skills		28
			10:30-12:00 Internet Job Search 29

Hammond October 2015 | 5265 Hohman Ave, Hammond (219) 933-8332 Open M,T,TH, F 8AM-4:30PM; W 10AM-4:30PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			1
9:00-10:00 I've Got Skills 5 10:00-11:00 ICC and You: Profile		10:30-12:00 Interview Preparation 6 1:00-2:30 ICC and You: Resume Builder 2:30-3:30 Internet Job Search	7
			8
COLUMBUS DAY 12		10:30-12:00 How to Create a Resume 13 1:00-2:30 ICC and You: Resume Builder 2:30-3:30 ICC and You: Profile	14
9:00-10:00 Internet Job Search 19 10:00-11:30 How to Create a Resume		10:30-12:00 Interview Preparation 20 1:00-2:30 ICC and You: Resume Builder 2:30-3:30 I've Got Skills	21
			22
9:00-10:00 I've Got Skills 26 10:00-11:00 Internet Job Search		10:30-12:00 How to Create a Resume 27 1:00-2:30 ICC and You: Resume Builder 2:30-3:30 ICC and You: Profile	28
			29

Michigan City & South Counties October 2015

Jasper County

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

Newton County

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

Starke County

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

Pulaski County

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

Michigan City

302 West 8th Street, Suite 1, Michigan City IN 46360
Office: 219-809-0575 Fax: 219-809-0577 Hours: Mon, Wed & Fri - 8 am - 4:30pm

MONDAY	THURSDAY
COLUMBUS DAY 12	RENSSELAER 15 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation
TUESDAY 6 KNOX 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation	RENSSELAER 22 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation
13 KNOX 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation	RENSSELAER 29 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation
20 KNOX 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation	FRIDAY 2 MICHIGAN CITY 1:30 - 2:30pm ICC & You: Profile 2:30 - 3:30pm ICC & You: Resume Builder
27 KNOX 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation	MICHIGAN CITY 9 1:00 - 2:00pm How to Prepare a Resume 2:00 - 3:00pm I've Got Skills
THURSDAY 8 RENSSELAER 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation	MICHIGAN CITY 16 11:00am - 12:00pm Job Search Online 1:00 - 2:00pm Interview Preparation
	MICHIGAN CITY 23 1:30 - 2:30pm ICC & You: Profile 2:30 - 3:30pm ICC & You: Resume Builder
	MICHIGAN CITY 30 1:00 - 2:00pm How to Prepare a Resume 2:00 - 3:00pm I've Got Skills

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Gary Office November 2015

3522 Village Circle, Gary, IN (219) 981-1520
Open M,T,W,F 8AM-4:30PM; TH 10AM-4:30PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	Office Closed General Election Day			
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Intro to PowerPoint	1-2:30 Interview Preparation 2:30-3:30 How to Create a Resume	Office Closed Veteran's Day		
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Advanced PowerPoint	1-2 I've Got Skills 2:00-3:30 Interview Preparation			
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	1:00-2:00 I've Got Skills 2:00-3:30 How to Create a Resume	No Workshops Scheduled	Office Closed Thanksgiving	Office Closed Thanksgiving
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search				

Hammond November 2015

5265 Hohman Ave, Hammond (219) 933-8332
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9:00-10:00 Internet Job Search 10:00-11:30 How to Create a Resume		VETERANS DAY		
10:30-11:30 How to Create a Resume 1:00-2:30 ICC and You: Resume Builder		10:30-12:00 Interview Preparation 1:00-2:00 Internet Job Search 2:00-3:00 I've Got Skills	THANKSGIVING	OFFICE CLOSED
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no-cost workshop calendar
WorkOne

WorkOne no-cost workshop calendar

Workshop Schedule Subject To Change. Register for our FREE workshops at www.gotoworkonenw.com

Portage Office October 2015

Ameriplex Commercial Park - 1575 Adler Circle, Ste. A,
Portage, IN; (219) 762-6592
Open M, T, TH, F, 8AM-4:30PM; W 10AM-4:30PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			1
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	5	1-2:30 Interview Preparation 2:30-3:30 How to Create a Resume	6
			7
			8
			9
			10
			11
Columbus Day Office Closed	12	1-2:00 I've Got Skills 2:00-3:30 Interview Preparation	13
			14
			15
			16
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	19	1:00-2:00 I've Got Skills 2:00-3:30 How to Create a Resume	20
			21
			22
			23
			24
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	26	1:00-2:30 Interview Preparation 2:30-3:30 I've Got Skills	27
			28
			29

LaPorte Office October 2015

300 Legacy Plaza West, Sagamore Center,
LaPorte, IN; (219) 362-2175;
Open M, T, TH, F 8AM-4:30PM;
W 10AM-4:30PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			1
			2
			3
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			9
			10
			11
			12
Office Closed	12	9:00a-10:30a Interview Reality 10:30a-11:30a Online Job Search	13
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Michigan City & South Counties November 2015

Jasper County

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

Newton County

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

Starke County

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

Pulaski County

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

Michigan City

302 West 8th Street, Suite 1, Michigan City IN 46360
Office: 219-809-0575 Fax: 219-809-0577 Hours: Mon, Wed & Fri - 8 am - 4:30pm

TUESDAY	THURSDAY
GENERAL ELECTION DAY 3	
KNOX 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation	RENSSELAER 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation
10	5
KNOX 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation	RENSSELAER 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation
17	12
KNOX 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation	RENSSELAER 9:00 - 10:00am I've Got Skills 10:00 - 11:00am How to Prepare a Resume 11:00am - 12:00pm Job Search Online 2:00 - 3:00pm Marketing Yourself 3:00 - 4:00pm Interview Preparation
24	19
WEDNESDAY	THANKSGIVING DAY 26
VETERANS DAY 11	FRIDAY
	MICHIGAN CITY 11:00am - 12:00pm Job Search Online 1:00 - 2:00pm Interview Preparation
	6
	MICHIGAN CITY 1:30 - 2:30pm ICC & You: Profile 2:30 - 3:30pm ICC & You: Resume Builder
	13
	MICHIGAN CITY 1:00 - 2:00pm How to Prepare a Resume 2:00 - 3:00pm I've Got Skills
	20
	HOLIDAY OBSERVED OFFICES CLOSED 27

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Portage Office November 2015

Ameriplex Commercial Park - 1575 Adler Circle, Ste. A,
Portage, IN; (219) 762-6592
Open M, T, TH, F, 8 AM-4:30 PM; W 10 AM-4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	Office Closed General Election Day			
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	1-2:30 Interview Preparation 2:30-3:30 How to Create a Resume	Office Closed Veteran's Day		
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	1-2:00 I've Got Skills 2:00-3:30 Interview Preparation			
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search	1:00-2:00 I've Got Skills 2:00-3:30 How to Create a Resume	No Workshops Scheduled	Office Closed Thanksgiving	Office Closed Thanksgiving
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1-2 Online Job Search				

LaPorte Office November 2015

300 Legacy Plaza West, Sagamore Center,
LaPorte, IN; (219) 362-2175;
Open M,T,TH,F 8 AM-4:30 PM; W 10 AM -4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Office Closed		1:00p-2:30p Indiana Career Connect: Profile 2:30p-3:30p Indiana Career Connect: Resume	
	9:00a-10:30a Indiana Career Connect: Profile 10:30a-11:30a Indiana Career Connect: Resume 1:00p-2:30p Interview Preparation 2:30p-3:30p Online Job Search	Office Closed	10:30pa-12:00p I've Got Skills	
	9:00a-10:30a How to Create a Resume 10:30a-12:00p Interview Preparation 1:00p-2:30p I've Got Skills		1:00p-2:30p Indiana Career Connect: Profile 2:30p-3:30p Indiana Career Connect: Resume	
	9:00a-10:30a Indiana Career Connect: Profile 10:30a-11:30a Indiana Career Connect: Resume 1:00p-2:30p Interview Preparation	1:00p-2:30p I've Got Skills 2:30p-4:00p How to Create a Resume	Office Closed	Office Closed

no-cost workshop calendar

WorkOne

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 H.S.E. 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.

High School Equivalency (HSE) Preparation (formerly GED Preparation)

Prepares student to pass the exam for the HSE diploma—the equivalent to a credential for high school completion. The actual HSE 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.



Northwest Indiana Adult Learning Sites

JASPER COUNTY

Jasper County Adult Learning Center

First Reformed Church
9991 W. 1200 N., Demotte, IN 46310 • (219) 863-9145
Tues., Thurs. and Fri. - 8:30 am to Noon
ABE, HSE, ESL

Jasper County Adult Learning Center

Drexel Hall Saint Josephs Chapel
1498 S. College Ave., Rensselaer, IN 47978 • (219) 863-8591
Mon. & Wed. - 10:00 am to 1:00 pm & 4:00 pm to 8:00 pm
Wed. - 2:00 pm to 6:00 pm
Tues. & Thurs., - 9:00 am to 2:00 pm & 4:00 pm to 8:00 pm
ABE, HSE, ESL

LAKE COUNTY

Crown Point Adult Learning Center

Lakeview Square, 928 B S. Court St.
Crown Point, IN 46307 • (219) 314-9904
Mon. & Wed. - 8:00 am to 12:30 pm
Tues. & Thurs. - 5:00 pm to 8:30 pm
ABE, HSE, ESL

East Chicago Adult Education

West Side Junior High School
4001 Indianapolis Blvd.
East Chicago, IN
Mon.-Fri. - 9:00 am to Noon
(219) 391-4068 ext 2210 or ext. 2211

Central High School
1100 West Columbus Drive
East Chicago, IN
Mon.-Thurs. - 4:30 to 7:30 pm
219-391-4000 ext. 4060

Lowell Adult Learning Center

Cedar Creek Community Center
151 N. Fremont, Lowell, IN 46356 • (219) 696-6777
Mon. & Tues. - 2:00 pm to 7:00 pm
Wed.-Thurs. 9:30 am to 12:00 pm
ABE, HSE, ESL

School City of Whiting Adult ESL Program Nathan Hale Elementary

1831 Oliver St., Whiting, IN 46394
Contact: Dr. Sandra Martinez at 219-659-0656
smartinez@ns.whiting.k12.in.us
Tues. & Thurs. - 5:00 to 7:00 pm

Hobart Adult Learning Center

Hobart Public Library
100 Main St., Hobart, IN 46342
(219) 942-2243 ext. 762
Wed. & Thurs. - 12:00 pm to 8:00 pm
Sat. - 10:00 am to 4:00 pm
ABE, HSE, ESL

Tri-Town Adult Learning

St. John Community Center
1515 Lincoln Hwy., Schererville, IN 46375
(219) 322-6700
Tues/Thurs - 10:00 am to 4:00 pm
Wed. - 1:00 pm to 7:00 pm
ABE, HSE, ESL

Hobart 1st Methodist Church

654 E Fourth St
Hobart, IN 46342
(219) 942-2243 ext 762
Tues. & Wed. - 4:00 pm to 8:00 pm

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. **HSE** - 9:00 am to 1:00 pm
Mon. thru Thurs. **ESL/HSE** - 6:00 to 8:30 pm
ESL/Citizenship Class - Sat. 9:00 am to 12:30 pm
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
HSE, ABE, ASC, ESL

Merrillville Adult Education

6701 Delaware St., Merrillville, IN 46410
(219) 650-5310

HSE Prep. Program (ABE)

Mon. thru Thurs. - 6 to 8:30 pm
Jan. thru March
Apr. thru June
July thru Sept.
Oct. thru Dec.

HSE 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
civarnar@hammond.k12.in.us
ESL: Tues. & Thurs. from 2:30 to 4:30 pm

GARY CITY-WIDE SITES

Gary Adult Continuing Education Systems (ACES)

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

Ivy Tech Community College

1440 East 35th 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

LA PORTE COUNTY

LaPorte High School

602 F Street, LaPorte, IN 46350
Max Miller (mmiller@pcsc.k12.in.us)
Paul Lindeman (plindeman@lpcsc.k12.in.us)
(219) 362-3102
Adult Secondary Credit Classes (ASC)
Mon. thru Thurs. - 4:00 to 7:00 pm

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 HSE 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 - 9:00 am to 5:00 pm
Wed/Thurs - Noon to 8:00 pm
Friday - 9:00 am to Noon

NEWTON COUNTY

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

PORTER COUNTY

Chesterton Adult Learning Center

Westchester Public Library
100 West Indiana St., Chesterton, IN 46304
(219) 921-0567
Mon. & Wed. - 8:30 am to 4:00 pm
Tues/Thurs - 6:00 pm to 9:00 pm
ABE, HSE, ESL

Valparaiso Adult Learning Center

Boys & Girls Club
354 Jefferson, Valparaiso, IN
Mon., Tues., Wed. & Thurs. - 8:30 am to 1:30 pm
Contact Kitty Meyer
(219) 462-2940x44
ABE, HSE, ESL

Walt's Hilltop Too

554 Locust St.
Valparaiso, IN 46383
Tues. & Thurs. - 6:15 pm - 9:15 pm
hilltophouse.org/adult-education

Portage Adult Learning Center/NEO

5391 Central Ave., Portage, IN 46368
(219) 850-4331
www.neoadulted.org

Adult ABE & HSE

Mon. thru Thurs. 8:30 am - 3:00 pm and
5:30 - 8:30 pm
ESL: Mon. thru Thurs 8:30 am - 1:00 pm
and Mon. thru Thurs. 5:00 - 8:00 pm

ASC (High School Diploma Completion):

Mon. thru Thurs. 3:30 - 7:30 pm

Official HSE 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, HSE, ESL

STARKE COUNTY

Starke County Adult Learning Center WorkOne

1913 S Haenton St., Knox, IN 46534
(574) 249-8720
Mon. & Wed. 4:00 pm to 8:00 pm
Tues. & Thurs. 8:30 am to 1:30 pm
ABE, HSE, ESL

North Starke Adult/ Alternative Education

Oregon Davis High School
5998 S. 750 E, Hamlet, IN 46532
(574) 867-4561
wfrazier@od.kiz.in.us
Mon.thru Fri. - Noon to 3:00 pm
ASC, ABE, HSE & Skill Brush Up

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 12:00 pm
Tues. - 6:00 to 8:00 pm
ABE, HSE, ESL



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EXTRA, EXTRA INCOME!**

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DELIVERING THE TIMES**

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WorkOne Gary
3522 Village Court • Gary, IN
219-981-1520 or 981-4100 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)

Oversight of Region 1 WorkOne System is provided
by the Northwest Indiana Workforce Board

www.gotoworkonenw.com

WorkOne
Northwest Indiana