

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



Michigan City & South Counties

July 2016 ∴ August 2016

Hours of Operations:

Michigan City: Mon, Wed & Fri, 8 a.m. to 4:30

Knox: Mon, Tues, Wed & Fri 8 a.m. to 4:30 p.m. Thur 10 a.m. to 4:30

Rensselaer: Mon, Tues, Wed & Fri 8 a.m. to 4:30 p.m. Thur 10 a.m. to 4:30

Winamac: Tuesday & Wed 8 a.m. to 4:30 p.m. Eastern Time | **Morocco:** Mon, Tue, Wed 8 a.m. to 4:30 p.m.

MONDAY	
OFFICE CLOSED	4
Michigan City 9 a.m. ICC Profile 10 a.m. How To Build A Resume	11
Michigan City 9 a.m. ICC Profile 10 a.m. ICC Resume	18
Michigan City 9:00 a.m. How To Build A Resume 10 a.m. Online Job Search	25

MONDAY	
Michigan City 9 a.m. ICC Profile 10 a.m. ICC Resume	1
Michigan City 9 a.m. How To Create A Resume	8
Michigan City 9 a.m. Online Job Search	15
Michigan City 9 a.m. Labor Market Information	22
Michigan City 9 a.m. How To Create A Resume	29

no-cost workshop calendar
WorkOne

WorkOne no-cost workshop calendar

Workshop Schedule Subject To Change. Please register for our workshops on our website www.gotoworkonenw.com

Gary Office

July 2016



August 2016

3522 Village Circle, Gary, IN (219) 981-1520

Hours of Operations: Mon, Tues, Wed, Fri – 8:00AM-4:30PM; Thu – 10:00AM-4:30PM

MONDAY	
Holiday Office Closed Happy 4th of July!!	4
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	11
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	18
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	25
TUESDAY	
1:00-2:00 How to Create A Resume 2:00-3:30 I've Got Skills	12
1:00-2:00 I've Got Skills 2:00-3:30 Interview Preparation	19
1:00-2:00 How to Create A Resume 2:00-3:30 I've Got Skills	26

MONDAY	
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	1
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	8
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	15
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	22
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	29
TUESDAY	
1:00-2:00 Interview Preparation 2:00 -3:30 I've Got Skills	2
1:00-2:00 I've Got Skills 2:00 -3:30 How to Create A Resume	9
1:00-2:00 Interview Preparation 2:00 -3:30 I've Got Skills	16
1:00-2:00 I've Got Skills 2:00 -3:30 Interview Preparation	23
1:00-2:00 How to Create A Resume 2:00 -3:30 I've Got Skills	30



facebook.com/workonenwi | gotoworkonenw.com | @WorkOne_NWI

stay updated



Portage Office

July 2016 : August 2016

Ameriplex Commercial Park, 1575 Adler Circle, Ste.A,
Portage, IN (219) 762-6592

Hours of Operations: Mon, Tues, Thurs, Fri – 8:00am-4:30pm; Wed. – 10:00am-4:30pm

MONDAY

Happy 4th of July!!
Office Closed

4

9:00-10:00 Indiana Career Connect: Profile
10:00-11:00 Indiana Career Connect: Resume Builder
1:00-2:00 Online Job Search

18

9:00-10:00 Indiana Career Connect: Profile
10:00-11:00 Indiana Career Connect: Resume Builder
1:00-2:00 Online Job Search

25

TUESDAY

1:00-2:00 I've Got Skills
2:00 -3:30 Interview Preparation

19

1:00-2:00 How to Create A Resume
2:00 -3:30 I've Got Skills

26

MONDAY

9:00-10:00 Indiana Career Connect: Profile
10:00-11:00 Indiana Career Connect: Resume Builder
1:00-2:00 Online Job Search

8

9:00-10:00 Indiana Career Connect: Profile
10:00-11:00 Indiana Career Connect: Resume Builder
1:00-2:00 Online Job Search

22

9:00-10:00 Indiana Career Connect: Profile
10:00-11:00 Indiana Career Connect: Resume Builder
1:00-2:00 Online Job Search

29

TUESDAY

1:00-2:00 Interview Preparation
2:00 -3:30 I've Got Skills

2

1:00-2:00 I've Got Skills
2:00 -3:30 How to Create A Resume

9

1:00-2:00 I've Got Skills
2:00 -3:30 Interview Preparation

23

1:00-2:00 How to Create A Resume
2:00 -3:30 I've Got Skills

30



no-cost workshop calendar
WorkOne

WorkOne no-cost workshop calendar

Workshop Schedule Subject To Change. Please register for our workshops on our website gotoworkonenw.com

Hammond Office

July 2016



August 2016

5265 Hohman Ave., Hammond, IN (219) 933-8332

Hours of Operations: Mon, Tues, Thu, Fri – 8:00AM-4:30PM; Wed-10:00AM-4:30PM

MONDAY	
OFFICE CLOSED INDEPENDENCE DAY	4
9:00-10:00 I've Got Skills 10:00-11:00 ICC and You: Profile	11
9:00-10:00 Internet Job Search 10:00-11:30 How to Create A Resume	18
9:00-10:00 I've Got Skills 10:00-11:00 ICC and You: Profile	25
WEDNESDAY	
10:30-12:00 How To Create A Resume 1:00-2:00 I've Got Skills 2:00-3:30 ICC and You: Resume Builder	13
10:30-12:00 Interview Preparation 1:00-2:00 Internet Job Search 2:00-3:00 I've Got Skills	20
10:30-12:00 How To Create A Resume 1:00-2:00 I've Got Skills 2:00-3:30 ICC and You: Resume Builder	27

MONDAY	
9:00-10:00 I've Got Skills 10:00-11:00 ICC and You: Profile	1
9:00-10:00 Internet Job Search 10:00-11:30 How To Create A Resume	8
9:00-10:00 I've Got Skills 10:00-11:00 ICC and You: Profile	15
9:00-10:00 Internet Job Search 10:00-11:30 How To Create A Resume	22
9:00-10:00 I've Got Skills 10:00-11:00 ICC and You: Profile	29
WEDNESDAY	
10:30-12:00 How To Create A Resume 1:00-2:00 I've Got Skills 2:00-3:30 ICC and You: Resume Builder	3
10:30-12:00 Interview Preparation 1:00-2:30 ICC and You: Resume Builder 2:30-3:30 Internet Job Search	10
10:30-12:00 How To Create A Resume 1:00-2:00 I've Got Skills 2:00-3:30 ICC and You: Resume Builder	17
10:30-12:00 Interview Preparation 1:00-2:00 Internet Job Search 2:00-3:00 I've Got Skills	24
10:30-12:00 How To Create A Resume 1:00-2:00 I've Got Skills 2:00-3:30 ICC and You: Resume Builder	31

stay updated



facebook.com/workonenwi | gotoworkonenw.com | @WorkOne_NWI



LaPorte Office

July 2016 : August 2016

300 Legacy Plaza West-Sagamore Center
LaPorte, IN (219) 362-2175

Hours of Operations: Mon, Tues, Wed, Fri – 8:00am-4:30pm; Thu – 10:00am-4:30pm

MONDAY

OFFICE CLOSED

4

TUESDAY

10:30a-12:00p I've Got Skills

1:00p-2:30p Interview Preparation

2:30p-3:30p Online Job Search

12

10:30a-11:30a Online Job Search

1:00p-2:30p I've Got Skills

2:30p-4:00p How To Create A Resume

19

10:30a-12:00p I've Got Skills

1:00p-2:30p Interview Preparation

2:30p-3:30p Online Job Search

26

THURSDAY

1:30p-3:00p Indiana Career Connect: Profile

3:00p-4:00p Indiana Career Connect: Resume

14

10:30a-12:00p Indiana Career Connect: Profile

12:00p-1:00p Indiana Career Connect: Resume

21

1:30p-3:00p Indiana Career Connect: Profile

3:00p-4:00p Indiana Career Connect: Resume

28

TUESDAY

10:30a-12:00p I've Got Skills

1:30p-3:00p Interview Preparation

2

10:30a-12:00p I've Got Skills

1:00p-2:30p Interview Preparation

2:30p-3:30p Online Job Search

9

10:30a-11:30a Online Job Search

1:00p-2:30p I've Got Skills

2:30p-4:00p How To Create A Resume

16

10:30a-12:00p I've Got Skills

1:00p-2:30p Interview Preparation

2:30p-3:30p Online Job Search

23

10:30a-11:30a Online Job Search

1:00p-2:30p Categorizing Your Skills

2:30p-4:00p How To Create A Resume

30

THURSDAY

10:30a-11:30a Online Job Search

4

10:30a-12:00p Indiana Career Connect: Profile

12:00p-1:00p Indiana Career Connect: Resume

11

1:30p-3:00p Indiana Career Connect: Profile

3:00p-4:00p Indiana Career Connect: Resume

18

10:30a-12:00p Indiana Career Connect: Profile

12:00p-1:00p Indiana Career Connect: Resume

25

no-cost workshop calendar
WorkOne