

# 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. Please register for our workshops on our website [gotoworkonenw.com](http://gotoworkonenw.com)

## Gary Office March 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	TUESDAY	WEDNESDAY	THURSDAY
2:00-3:30 Intro to Word (CA Referral)	10:00-11:30 I've Got Skills 1:00-2:00 How to Create a Resume 2:00-3:30 Advanced Word (CA Referral)	8:30-9:30 NIPN	10:30-12:00 I've Got Skills (CA Referral) 1:00-2:00 Interview Prep (CA Referral)
9:00-10:00 ICC Profile 10:00-11:30 Indiana Career Connect: Resume Builder 1-2 Online Job Search 2:00-3:30 Intro to Excel (CA Referral)	10:00-11:30 I've Got Skills 1:00-2:30 Interview Preparation 2:30-3:30 Advanced Excel (CA Referral)	8:30-9:30 NIPN 10:00-11:30 Vet Networking 1-2:30 Resume Critique (CA Referral) 2:30-3:30 Using Labor Market Information (CA Referral)	10:30-12:00 Marketing Yourself (CA Referral) 1:00-2:30 Interview Prep (CA Referral) 2:30-3:30 Mock Interview (One on One) (CA Referral)
9:00-10:00 ICC Profile 10:00-11:30 Indiana Career Connect: Resume Builder 1-2 Online Job Search 2:00-3:30 Intro to PowerPoint (CA Referral)	1:00-2:00 I've Got Skills 2:00-3:00 How to Create a Resume	8:30-9:30 NIPN 10:00-11:30 VetNetworking 1-2:30 Advanced PowerPoint (CA Referral) 2:30-3:30 Resume Critique (CA Referral)	10:30-12:00 I've Got Skills (CA Referral) 1:00-2:30 Interview Stream Prep (CA Referral) 2:30-3:30 Mock Interview (Panel) (CA Referral)
9:00-10:00 ICC Profile 10:00-11:30 Indiana Career Connect: Resume Builder 1-2 Online Job Search 2:00-3:30 ICC Resume Builder (CA Referral)	10:00-11:30 I've Got Skills 1:00-2:00 Interview Preparation 2:00-3:30 PowerPoint Animations (CA Referral)	8:30-9:30 NIPN 10:00-11:30 Vet Networking 1-3 Resume Critique (CA Referral)	10:30-12:00 Interview Prep (CA Referral) 1:00-2:00 Mock Interview (Interview Stream) (CA Referral) 2:00-3:30 Customer Service (CA Referral)
9:00-10:00 ICC Profile 10:00-11:30 Indiana Career Connect: Resume Builder 1-2 Online Job Search	10:00-11:30 I've Got Skills 1:00-2:00 How to Create a Resume		

## Hammond March 2016

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
		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	
9:00-10:00 Internet Job Search 10:00-11:30 How to Create a Resume	9:00-10:30 Interview Preparation 1:00-2:30 ICC and You: Resume Builder 2:30-3:30 Internet Job Search		
9:00-10:00 I've Got Skills 10:00-11:00 ICC and You: Profile		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	
9:00-10:00 Internet Job Search 10:00-11:30 How to Create a Resume		10:30-12:00 Interview Preparation 1:00-2:00 Internet Job Search 2:00-3:00 I've Got Skills	
9:00-10:00 I've Got Skills 10:00-11:00 ICC and You: Profile			

## Michigan City & South Counties March 2016

### 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 EST

### Michigan City

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

MONDAY	
KNOX 9 am How to create a resume	7
KNOX 9 am Online job search	14
KNOX	21
TUESDAY	
WINAMAC 9 am I've got skills 10 am How to create resume	1
RENSSELAER 9 am Online job search	8
MOROCCO 9 am How to create a resume	15
RENSSELAER	22
WEDNESDAY	
MICHIGAN CITY 9 am ICC Resume	2
MICHIGAN CITY 9 am How to create a resume	9
MICHIGAN CITY 9 am Online job search	16
MICHIGAN CITY 9 am ICC resume	23
THURSDAY	
RENSSELAER 10 am ICC Resume	3
RENSSELAER 10 am How to create a resume	10
RENSSELAER 10 am Online job search	17
RENSSELAER	24
FRIDAY	
OFFICE CLOSED	25

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## Gary Office April 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	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:00-3:30 Intro to Word (CA Referral)	10:00-11:30 I've Got Skills 1:00-2:00 How to Create a Resume 2:00-3:30 Advanced Word (CA Referral)	8:30-9:30 NIPN	10:30-12:00 I've Got Skills (CA Referral) 1:00-2:00 Interview Prep (CA Referral)	1
9:00-10:00 ICC Profile 4 10:00-11:30 Indiana Career Connect: Resume Builder 1-2 Online Job Search 2:00-3:30 Intro to Excel (CA Referral)	10:00-11:30 I've Got Skills 5 1:00-2:30 Interview Preparation 2:30-3:30 Advanced Excel (CA Referral)	8:30-9:30 NIPN 6 10:00-11:30 Vet Networking (CA Referral) 1-2:30 Resume Critique (CA Referral) 2:30-3:30 Using Labor Market Information (CA Referral)	10:30-12:00 Marketing Yourself (CA Referral) 7 1:00-2:30 Interview Prep (CA Referral) 2:30-3:30 Mock Interview (One on One) (CA Referral)	8
9:00-10:00 ICC Profile 11 10:00-11:30 Indiana Career Connect: Resume Builder 1-2 Online Job Search 2:00-3:30 Intro to PowerPoint (CA Referral)	1:00-2:00 I've Got Skills 12 2:00-3:00 How to Create a Resume	8:30-9:30 NIPN 13 10:00-11:30 VetNetworking 1-2:30 Advanced PowerPoint (CA Referral) 2:30-3:30 Resume Critique (CA Referral)	10:30-12:00 I've Got Skills (CA Referral) 14 1:00-2:30 Interview Stream Prep (CA Referral) 2:30-3:30 Mock Interview (Panel) (CA Referral)	15
9:00-10:00 ICC Profile 18 10:00-11:30 Indiana Career Connect: Resume Builder 1-2 Online Job Search 2:00-3:30 ICC Resume Builder (CA Referral)	10:00-11:30 I've Got Skills 19 1:00-2:00 Interview Preparation 2:00-3:30 PowerPoint Animations (CA Referral)	8:30-9:30 NIPN 20 10:00-11:30 Vet Networking (CA Referral) 1-3 Resume Critique (CA Referral)	10:30-12:00 Interview Prep (CA Referral) 21 1:00-2:00 Mock Interview (Interview Stream) (CA Referral) 2:00-3:30 Customer Service (CA Referral)	22
9:00-10:00 ICC Profile 25 10:00-11:30 Indiana Career Connect: Resume Builder 1-2 Online Job Search	10:00-11:30 I've Got Skills 26 1:00-2:00 How to Create a Resume	27	28	29

## Hammond April 2016

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
9:00-10:00 Internet Job Search 4 10:00-11:30 How to Create a Resume	5	9:00-10:30 Interview Preparation 6 1:00-2:30 ICC and You: Resume Builder 2:30-3:30 Internet Job Search	7	8
9:00-10:00 I've Got Skills 11 10:00-11:00 ICC and You: Profile	12	10:30-12:00 How to Create a Resume 13 1:00-2:00 I've Got Skills 2:00-3:30 ICC and You: Resume Builder	14	15
9:00-10:00 Internet Job Search 18 10:00-11:30 How to Create a Resume	19	10:30-12:00 Interview Preparation 20 1:00-2:00 Internet Job Search 2:00-3:00 I've Got Skills	21	22
9:00-10:00 I've Got Skills 25 10:00-11:00 ICC and You: Profile	26	10:30-12:00 How to Create a Resume 27 1:00-2:00 I've Got Skills 2:00-3:30 ICC and You: Resume Builder	28	29

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](http://gotoworkonenw.com)

## Portage Office March 2016

Ameriplex Commercial Park - 1575 Adler Circle, Ste. A,  
Portage, IN; (219) 762-6592  
Hours of Operations: Mon, Tues, Thu, Fri -  
8:00AM-4:30PM; Wed - 10:00AM-4:30PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1-2:00 Interview Preparation 2:00-3:30 How to Create a Resume	1	2	3
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	1-2:00 Interview Preparation 2:00-3:30 How to Create a Resume	8	9	10
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	1-2:00 I've Got Skills 2:00-3:30 Interview Preparation	15	16	17
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	1:00-2:00 I've Got Skills 2:00-3:30 How to Create a Resume	22	23	24
9:00-10:00 Indiana Career Connect: Profile 10:00-11:00 Indiana Career Connect: Resume Builder 1:00-2:00 Online Job Search	1-2:00 I've Got Skills 2:00-3:30 Interview Preparation	29	30	31
				OFFICE CLOSED
				NO WORKSHOPS SCHEDULED

## Michigan City & South Counties April 2016

### Jasper County

116 N. Van Rensselaer Street • Rensselaer;  
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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 Eastern Time

### 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

## LaPorte Office March 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	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
	10:30-12 I've Got Skills 1:00-2:30 How to Create a Resume 2:30-4:00 Interview Preparation	8	10:30-12:00 How to Create A Resume	4
7	1:00-2:30 Indiana Career Connect: Profile 2:30-3:30 Indiana Career Connect: Resume	9:00-10:30 Indiana Career Connect: Profile 10:30-11:30 Indiana Career Connect: Resume	9	10
14	1:00-2:30 Indiana Career Connect: Profile 2:30-3:30 Indiana Career Connect: Resume	9:00-10:30 I've Got Skills 10:30-12:00 How to Create A Resume	16	17
21	10:30-12:00 Interview Preparation	9:00-10:30 Indiana Career Connect: Profile 10:30-11:30 Indiana Career Connect: Resume	23	24
28	12:00-1:00 Online Job Search	10:30-12:00 Interview Preparation	30	31
				OFFICE CLOSED

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
KNOX 9 am How to create a resume			4
KNOX 9 am Online job search			11
KNOX 9 am ICC profile 10 am ICC resume			18
KNOX 9 am How to create a Resume 10 am Online job search			25
TUESDAY			
WINAMAC 9 am Online job search			5
RENSELAEER 9 am How to create a resume 10 am ICC Profile			12
MOROCCO 9 am Online job search			19
RENSELAEER 9 am How to Create a resume			26
WEDNESDAY			
MICHIGAN CITY 9 am How to create a resume			6
MICHIGAN CITY 9 am Online job search			13
MICHIGAN CITY 9 am ICC profile 10 am ICC resume			20
MICHIGAN CITY 9 am How to Create a Resume			27
THURSDAY			
RENSELAEER 10 am How to create a resume 11 am Online Job Search			7
RENSELAEER 10 am Online job search			14
RENSELAEER 11 am How to create resume			21
RENSELAEER 10 am I've got skills			28

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## Portage Office April 2016

Ameriplex Commercial Park - 1575 Adler Circle, Ste. A,  
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8:00AM-4:30PM; Wed – 10:00AM-4:30PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
<b>9:00-10:00</b> Indiana Career Connect: Profile <b>10:00-11:00</b> Indiana Career Connect: Resume Builder <b>1:00-2:00</b> Online Job Search	<b>1-2:00</b> Interview Preparation <b>2:00-3:30</b> How to Create a Resume			8
<b>9:00-10:00</b> Indiana Career Connect: Profile <b>10:00-11:00</b> Indiana Career Connect: Resume Builder <b>1:00-2:00</b> Online Job Search	<b>1-2:00</b> I've Got Skills <b>2:00-3:30</b> Interview Preparation			15
<b>9:00-10:00</b> Indiana Career Connect: Profile <b>10:00-11:00</b> Indiana Career Connect: Resume Builder <b>1:00-2:00</b> Online Job Search	<b>1:00-2:00</b> I've Got Skills <b>2:00-3:30</b> How to Create a Resume			22
<b>9:00-10:00</b> Indiana Career Connect: Profile <b>10:00-11:00</b> Indiana Career Connect: Resume Builder <b>1:00-2:00</b> Online Job Search	<b>1-2:00</b> I've Got Skills <b>2:00-3:30</b> Interview Preparation			29

## LaPorte Office April 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	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<b>9:00-10:00</b> Categorizing Your Skills <b>10:00-11:30</b> How to Create a Resume
	<b>10:30-12:00</b> Indiana Career Connect: Profile <b>1:00-2:00</b> Indiana Career Connect: Resume <b>2:00-3:30</b> Online Job Search	<b>9:00-10:30</b> I've Got Skills <b>10:30-12:00</b> Interview Preparation		
		<b>9:00-10:30</b> Indiana Career Connect: Profile <b>10:30-11:30</b> Indiana Career Connect: Resume <b>11:30-12:30</b> Online Job Search	<b>10:30-12:00</b> I've Got Skills <b>12:00-1:30</b> How to Create a Resume	
	<b>10:30-12:00</b> Interview Preparation	<b>9:00-10:30</b> I've Got Skills <b>10:30-12:00</b> How to Create A Resume		

no-cost workshop calendar  
**WorkOne**