Jobs on the Rebound in Manufacturing

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- WorkOne Workshops Help You Upgrade Your Skills
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AVERAGE ANNUAL SALARIES
Professional (medical doctor or lawyer) • $79,612
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No High School Diploma • $23,556

For info about continuing education or training for a solid income, call or click TODAY:
WorkOne 1-877-607-0680
www.gotoworkonenw.com
12 WorkOne sites throughout Northwest Indiana
mid the doom and gloom of the past few years, some strange and unexpected developments have kept manufacturing afloat in Northwest Indiana. The Great Recession and rapid changes in technology were supposed to eliminate some of the traditional manufacturing industries at the core of the economy of our region. Industries such as automobile parts manufacturing and iron and steel mills, according to the forecasters, were supposed to go the way of agriculture, textiles, and dinosaurs. Yet, after one of the worst economic recessions this nation has experienced, steel mills and automobile manufacturing have been among the first industries to rebound.

For a time, automobile and auto parts manufacturing in the United States looked like it might become an extinct industry. Today, American automobile manufacturers like Ford and GM have nearly recovered and auto parts manufacturing has rebounded in turn. Japanese firms such as Honda and Toyota, both with major manufacturing locations in Indiana, are struggling to recover from the devastating earthquakes, tsunami, and nuclear crisis that gripped that nation earlier this year. Still, most experts predict a short period of slowed production rather than a long-term downturn in demand for these well built brands.

With gasoline hitting $4 per gallon, both foreign and domestic brands have responded by developing more fuel-efficient vehicles and hybrids to meet consumer demand. No one likes to shell out $70 or more to fill up a tank, and Hoosiers assembling the fuel-miserly Honda Civic in Greenwood, Indiana and redesigned Ford Explorer in nearby Chicago can rely on their job security to efficiency-minded consumers. Thankfully, these products are produced in the Midwest, and job prospects in the manufacturing industries of Northwest Indiana are looking up as a result.

Demand for products made in Indiana and surrounding states comes at a time of great changes in the labor market. More than 15 million Americans lost their job during the Great Recession. Those that remained delayed retirement plans due to an underfunded retirement account. The fact remains, however, that more than two-thirds of the manufacturing workforce is at least 45 years old and nearly one-third are 55 or more. An improving economy and stock market will likely allow many of these experienced workers into retirement, leaving a large gap in employment. More than one local manufacturer has confided that as much as 30 percent of their current workforce will retire in the next five years.

Manufacturers are aware of these statistics, and some have begun to plan for large-scale hiring. Others have responded by developing training programs, realizing the young workers they hire will require more technology skills throughout their working lives than the experienced workers leaving the plant floor. In either case, the time is now to consider a career in manufacturing. If you thought the Great Recession killed the primary industries, it is time to guess again.
## In-Demand Career Path for Advanced Manufacturing

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Description</th>
<th>Education/Training</th>
<th>Average Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly Workers</td>
<td>Assembles or modifies electrical or electronic equipment, such as computers, tests equipment telemetering systems, electric motors, and batteries.</td>
<td>High School Diploma and/or vocational or on-the-job training</td>
<td>$25,130</td>
</tr>
<tr>
<td>Mechanical Engineering Technicians</td>
<td>Applies theory and principles of mechanical engineering to modify, develop, and test machinery and equipment under direction of engineering staff or physical scientists.</td>
<td>Associate’s or Bachelor’s Degree</td>
<td>$44,830</td>
</tr>
<tr>
<td>Computer-Aided-Design (CAD) Technicians</td>
<td>Prepare drawings and topographical and relief maps used in civil engineering projects, such as highways, bridges, pipelines, flood control projects, and water and sewerage control systems.</td>
<td>Vocational Certificate, on-the-job experience, and/or an Associate’s Degree</td>
<td>$40,390</td>
</tr>
<tr>
<td>Numerical Tool Programmer</td>
<td>Develops programs to control machining or processing of parts by automatic machine tools, equipment, or systems.</td>
<td>Vocational Certificate, on-the-job experience, and/or an Associate’s Degree</td>
<td>$41,830</td>
</tr>
<tr>
<td>Engineering Manager</td>
<td>Plans, directs, or coordinates activities in engineering. Plans, directs, or coordinates research and development in engineering.</td>
<td>Bachelor’s or Master’s Degree, plus some experience</td>
<td>$100,760</td>
</tr>
<tr>
<td>Industrial Production Manager</td>
<td>Plans, directs, or coordinates the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.</td>
<td>Bachelor’s Degree plus extensive experience</td>
<td>$75,580</td>
</tr>
</tbody>
</table>

*Sources: Bureau of Labor Statistics, O*NET Online*
Take advantage of this FREE opportunity to get the WorkReady Certificate. Show employers that you have the basic skills they are looking for!

WorkOne offers free workshops to help individuals increase their skill levels when it comes to the fundamentals expected by employers and needed on the job.

In addition, the WorkReady certificate program is available and gives jobseekers a leg up on someone who is applying for the same position. The completion certificate acknowledges that they have completed the workshops and are proficient in key fundamental areas.

To register or learn more about the workshops or the certificate program, visit a WorkOne near you—see back panel of this publication for a complete listing of locations. In order to access many of the WorkOne services, you will need to have a picture I.D. and verification of your social security number with you at the time of your initial visit.

Work Ready Workshops

Computer Basics
To become acquainted with your computer there are certain basic skills to be mastered. While these skills might seem obvious at first, the fact is that many people never take the time to learn these very important basics. This workshop provides hands-on basics for using a personal computer. You will learn to identify the primary parts of a computer, how to start and shutdown your computer, keyboard and typing tips, accessing software, and basic windows skills.

Resume Preparation
This workshop covers the nuts and bolts of creating a winning resume. We will take you through the process of developing a resume, including format variations and sample resumes. You will also be given insight into Indiana Career Connect, the most comprehensive source of Indiana job openings. The website features: job search; create a resume; explore a career; and research the job market.

Interview Preparation
Interviewing has changed quite a bit the past few years. This workshop is designed to expose students to the various interviewing methods used today by employers. In this workshop, students will learn and gain tips and techniques on how to properly prepare for an interview. After completing the workshop, students are encouraged to meet with the Job Placement Specialist to practice their skills by doing mock interviews.

Career Skills
Career Skills is a 4-course series to help students improve work habits while boosting their employability skills. This curriculum addresses the soft skills most needed by employees to be successful in the workplace. The course series will focus on four areas:

  Effective Communication Skills - Gives tips on how to improve communication skills: effective oral, written, nonverbal communication and dealing with difficult people in the workplace.

Successful Work Habits - Discusses workplace ethics, employer expectations and personal characteristics desired by employers.

Workplace Effectiveness - Will provide information on time management, problem solving, and how to be a team player.

Practical Business Etiquette - People are a key factor in your business success. This course material presents tips for employing etiquette on the job, person to person, via telephone, and email.

Job Club
Looking for work and navigating career challenges are made easier when you’re not alone. To support your success, we’ll provide the basic tools to get you started and keep you motivated along the way. This includes specific discussion topics to help facilitate a healthy give and take among attendees within your group. Members will swap leads, offer feedback, conduct mock interviews, tackle challenges and encourage one another’s weekly success. Members are responsible for celebrating each other’s strengths and collectively developing smart, savvy solutions to overcome the obstacles faced in a job hunt. This workshop requires the job ready certificate.

Do you have your certificate?

Competition for jobs is fierce these days. Why not get a leg up?
Earn Your Certificate!

Take advantage of this FREE opportunity to get the WorkReady Certificate.

Show employers that you have the basic skills they are looking for!

WORKREADY WORKSHOPS

Computer Basics
Provides hands on basics for using a personal computer.

Resume Preparation
The nuts and bolts of creating a winning resume.

Interview Preparation
Learn techniques to properly prepare for a job interview.

Career Skills
A focus on effective communication skills, successful work habits, workforce effectiveness, and practical business etiquette.

Hire Me!

Work Ready

Earn Your Certificate!

Competition for jobs is fierce these days. Why not get a leg up? You can receive your certificate in 4-6 weeks!

Ask a WorkOne Staff Member how you can register for the WorkReady Certificate program.

WorkOne
Northwest Indiana

www.gotoworkonenw.com
### May 2011

#### CROWN POINT

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Name</th>
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<tbody>
<tr>
<td>MAY 10</td>
<td>9:00 - 9:45</td>
<td>Practical Business Etiquette</td>
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<td>Successful Work Habits</td>
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<td>1:00 - 2:00</td>
<td>Veteran's Workshop</td>
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<td>Veteran's Workshop</td>
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<td>JobClub (For Work Ready Clients)</td>
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#### EAST CHICAGO

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<td>Workplace Effectiveness</td>
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<td>Basic Computer Skills</td>
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<tr>
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#### MICHIGAN CITY

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<tr>
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<tr>
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<td>Practical Business Etiquette</td>
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<td>Interview Preparation</td>
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<td>Workplace Effectiveness</td>
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<td>Effective Communication Skills</td>
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<td>Interviewing Preparation</td>
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#### WINamac

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<tr>
<td>MAY 10</td>
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#### June 2011

#### CROWN POINT

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<th>Date</th>
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<tr>
<td>JUN 1</td>
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<td>Veteran's Workshop</td>
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<td>Computer Basics</td>
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<td>JobClub</td>
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<td>7</td>
<td>9:00 - 9:45</td>
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</tr>
</tbody>
</table>

To sign up for a **FREE** seminar, call a WorkOne office or visit [www.gotoworkonenw.com](http://www.gotoworkonenw.com)

Find a complete listing of WorkOne sites on the back of this Career Connect issue.
**EAST CHICAGO**

**MON**
- Computer Basics: 8:30 - 9:30
- Practical Business Etiquette: 9:30 - 10:30
- Effective Communication Skills: 10:30 - 11:30

**TUE**
- Work Habits: 8:30 - 9:30
- Resume Preparation: 9:30 - 10:30
- Work Place Effectiveness: 10:30 - 11:30

**WED**
- Practical Business Etiquette: 9:00 - 10:00
- JAG Program: 10:00 - 1:00
- TABE Testing: 1:30 - 3:30

**THU**
- Effective Communication Skills: 8:30 - 9:30
- Successful Work Habits: 9:30 - 10:30

**FRI**
- Computer Basics: 8:30 - 9:30
- Interview Preparation: 9:30 - 10:30
- Resume Preparation: 10:30 - 11:30
- JAG Program: 1:00 - 3:00

**GARY**

**MON**
- Computer Basics: 8:30 - 9:30
- Practical Business Etiquette: 9:30 - 10:30
- Effective Communication Skills: 10:30 - 11:30
- Successful Work Habits: 2:30 - 3:30

**TUE**
- Interview Preparation: 8:30 - 9:30
- Resume Preparation: 9:30 - 10:30
- Work Place Effectiveness: 10:30 - 11:30

**WED**
- Practical Business Etiquette: 9:00 - 10:00
- JAG Program: 10:00 - 1:00
- TABE Testing: 1:30 - 3:30

**THU**
- Effective Communication Skills: 8:30 - 9:30
- Successful Work Habits: 9:30 - 10:30

**FRI**
- Computer Basics: 8:30 - 9:30
- Interview Preparation: 9:30 - 10:30
- Resume Preparation: 10:30 - 11:30
- JAG Program: 1:00 - 3:00

**HAMMOND**

**MON**
- Computer Basics: 9:00 - 10:30
- Work Habits: 11:00 - 12:30
- Communication Skills: 1:00 - 2:30
- Work Habits: 3:00 - 4:30

**LAPORTE**

**MON**
- Computer Basics: 2:00 - 3:00
- Effective Communication Skills: 3:00 - 4:00

**TUE**
- Resume Preparation: 10:30 - 12:00
- Interview Preparation: 1:30 - 3:00
- WorkKeys Testing: 8:30 - 11:30
- Computer Basics: 2:00 - 3:00
- Resume Preparation: 10:30 - 12:00
- Work Place Effectiveness: 2:00 - 3:00
- Practical Business Etiquette: 3:00 - 4:00

**FRI**
- WorkKeys Testing: 8:30 - 11:30
- Job Club (For Work Ready Clients): 2:00 - 3:00

**MICHIGAN CITY**

**JUN**
- Effective Communication Skills: 1:00 - 2:00
- Business Etiquette: 2:00 - 3:00
- Interview Preparation: 9:00 - 10:30
- Work Place Effectiveness: 11:00 - 12:00
- Computer Basics: 1:30 - 3:30
- Resume Preparation: 1:30 - 3:30
- WorkKeys Testing: 1:00 - 4:00
- Job Club (For Work Ready Clients): 9:00 - 10:00
- Successful Work Habits: 10:30 - 11:30
- Resume Preparation: 1:30 - 3:30
- Effective Communication Skills: 1:00 - 2:00
- Business Etiquette: 2:00 - 3:00
- Interview Preparation: 9:00 - 10:30
- Work Place Effectiveness: 11:00 - 12:00
- Computer Basics: 1:30 - 3:30

**WINAMAC**

**JUN**
- Effective Communication Skills: 1:15 - 2:30
- Interview Preparation: 2:30 - 4:00
- Resume Preparation: 1:15 - 2:45
- WorkPlace Effectiveness: 2:45 - 4:00
- Successful Work Habits: 2:45 - 4:00
- Effective Communication Skills: 1:15 - 2:45
- Computer Basics: 2:45 - 4:00

**PORTAGE**

**MON**
- Computer Basics: 9:00 - 10:30
- Resume Preparation: 9:00 - 10:30

**TUE**
- WorkKeys (Primary Date): 9:00 - 12:30
- Effective Communication Skills: 1:15 - 2:30
- Computer Basics: 2:45 - 4:00
- Successful Work Habits: 2:45 - 4:00

**WED**
- WorkKeys Testing (Core 3): 8:30 - 12:30
- Communication Skills: 9:00 - 10:30
- Computer Basics: 1:00 - 2:30
- Job Club (For Work Ready Clients): 2:00 - 3:30

**THU**
- WorkPlace Effectiveness: 9:00 - 10:30
- Interview Skills: 11:00 - 12:30
- Resume Development and ICC: 1:00 - 2:30

**RENSSELAER**

**JUN**
- Resume Preparation: 1:15 - 2:45
- Computer Basics: 2:45 - 4:00
- Successful Work Habits: 2:45 - 4:00

**VALPARAISO**

**JUN**
- Practical Business Etiquette: 1:00 - 2:00
- Successful Work Habits: 2:00 - 3:00

**WINamac**

**JUN**
- Effective Communication Skills: 1:15 - 2:30
- Interview Preparation: 2:30 - 4:00
- Resume Preparation: 1:15 - 2:45
- WorkPlace Effectiveness: 2:45 - 4:00
- Successful Work Habits: 2:45 - 4:00
- Computer Basics: 2:45 - 4:00

To sign up for a **FREE** seminar, call a WorkOne office or visit www.gotoworkonenw.com

Find a complete listing of WorkOne sites on the back of this Career Connect issue.
### Break Requirements for Minors

Workers under the age of 18 must receive one or two breaks totaling 30 minutes when scheduled to work 6 or more consecutive hours (e.g., two breaks of 15 minutes each or one 30 minute break). The employer must maintain a break log for all workers under the age of 18.

### Working Before 6:00 A.M. or After 10:00 P.M.

Workers under the age of 18 must be accompanied by a co-worker who is at least 18 years of age when working before 6:00 a.m. or after 10:00 p.m. in an establishment that is open to the public.

### Working During School Hours

14 and 15 year olds may not work on a school day after 7:30 a.m. and before 3:30 p.m. 16 and 17 year olds may only work during school hours if the employer has written permission issued by the school that the minor attends.

### Graduates/Withdrawn from School

16 and 17 year olds who have withdrawn from school or who have graduated from high school or a high school equivalency are not subject to the hour restrictions listed above.

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**14 and 15 Year Olds**

- 3 hours per school day
- 8 hours per non-school day
- 18 hours per school week
- 40 hours per non-school week
- No work before 7:00 a.m. or after 7:00 p.m. (14 and 15 year olds may work until 9:00 p.m. from June 1 to Labor Day)

**16 Year Olds**

- 8 hours per day
- 9 hours per day*
- 30 hours per week
- 40 hours per school week*
- 48 hours per non-school week*
- No more than 6 working days per week
- No work before 6:00 a.m.
- Until 10:00 p.m. on nights followed by a school day
- Until 12:00 a.m. on nights not followed by a school day*

**17 Year Olds**

- 8 hours per day
- 9 hours per day*
- 30 hours per week
- 40 hours per school week*
- 48 hours per non-school week*
- No more than 6 working days per week
- No work before 6:00 a.m. on school days
- Until 10:00 p.m. on nights followed by a school day
- Until 11:30 p.m. on nights followed by a school day, or*
- Until 1:00 a.m. on nights followed by a school day*

*Requires written parental permission. This permission must be on file with employer at the location where the minor is working.
Andrew was living in work release, was a former offender, and was working only part-time at McDonald's. He knew that in order to get his life back on track, he would need to skill up so he could secure a better paying job for his future.

Andrew visited the Michigan City WorkOne office, where he heard about the Young Hoosiers Conservation Corps (YHCC) program that would allow him an opportunity to gain full-time summer employment through either the Department of Natural Resources (DNR) or the Indiana Department of Transportation (INDOT). The DNR revitalizes historic buildings, creates and rehabilitates trails and restores acres of natural habitat. The INDOT conducts emergency road cleanup, maintenance of traffic signs, equipment refurbishing and beautification of Indiana's highway rest areas and interchanges. The youth coordinator at the WorkOne helped him with his resume and interview preparation and he secured a job with the INDOT just 11 days later.

It was evident that Andrew loved his new job. He acclimated to the work environment almost immediately. He arrived each day on time and managed any type of the work they delegated to him, including road clean up, mowing, or painting. Interacting in a team environment with people who didn't judge his past, helped him thrive and gain confidence in wanting to do more with INDOT. At the end of the YHCC program in October 2010, Andrew's INDOT supervisors didn't want to lose him, so they hired him as a full-time Highway Technician position, where he still works with a smile on his face and a positive attitude!

Workforce Achievement Award

Each year the Indiana Department of Workforce Development hosts a recognition program, called the Workforce Achievement Awards Program, to highlight the successes of Hoosiers and Hoosier employers who have received services through our WorkOne offices. The event honors individuals for outstanding achievement while participating in Indiana's workforce development system while also honoring outstanding business partners and innovative partnerships. On April 6th, Andrew was recognized as one of the individual award recipients at a ceremony at the State Capitol Rotunda in Indianapolis.
Enthusiasm – the key to a great interview

Hiring managers agree – enthusiasm separates the winners from the losers. It can be more important than experience. “Give me someone who’s enthusiastic and motivated,” explained one manager, “someone who’s alert and alive… someone who’s interested in what we do here… someone who’s excited about coming to work for me… someone who wants to help me as much as I want to help them.”

Be extra courteous.
Say hello, smile, and be friendly to everyone you meet. You can bet that the manager will ask what everybody thought of you, after you’ve left the building.

Offer a professional greeting.
When you meet the manager, stand up straight, look her in the eye, smile, extend a firm handshake, and say, “Ms. Smith, thank you so much for taking the time to interview with me for your (teaching) position.”

About that handshake.
Engage the full hand, palm to palm. Grip firmly to show that you mean it but don’t crush. Look the other person in the eye. Smile. Pump twice and release.

Show respect for the manager’s position.
Address the manager as Mr. or Ms., unless they ask you to call them by their first name. Once you’re in the manager’s office, don’t sit down until you’re invited to sit. Be sure to look at the manager whenever they speak.

Show that you’re courteous.
Ask for a short tour of the facilities before the interview begins. Look around. Ask questions about cool things you see. Talk shop—ask what the manager thinks of the latest software, the newest gadget, or the hot new trend in your industry.

Have a sense of humor.
We are attracted to happy, optimistic,

Deliver A 45-Second Opening Statement

When the manager says, “Relax and tell me about yourself”

FIRST – talk about your training, skills, and accomplishments

SECOND – tell the manager that you are a hard worker and give a few examples from your past to prove it.

THIRD – mention that you are friendly and helpful, that you are easily coached, and that you work well with others.

Spend at least 15 seconds on each of the three parts.
humorous people. When appropriate, offer a clever quip, a one-liner, or an interesting tale. Keep it positive and upbeat. Don’t forget to chuckle at the manager’s attempts at humor.

Think “can do.”

If a manager says you don’t have a certain skill or enough experience—do not surrender. Most managers want to see whether you’ll fight for what you want or just give up. So, tell them that you’re a quick learner, a hard worker, and that you always deliver more than what’s expected. Let her know that you will become one of the best employees she will ever hire.

Let your body language do some talking.

Sit near the edge of the chair with both feet on the floor. Visualize your ideas and use your hands to illustrate what you mean. Look the manager in the eye. Use facial expressions to emphasize important points.

Show a little empathy.

Empathy means you understand how the other person feels. When the manager talks about an important issue, look into their eyes to show that you are listening, use facial expressions to show that you understand, and ask for details to show that you care.

Have a reason for wanting to work there.

Visit the company’s web site and Google the company name for news. Find out who they are, what they do, and why they should matter to you.

Participate in conversation.

The interview should be 50/50 conversation. Don’t be a motor-mouth who never stops talking. And don’t be a zombie who hardly says a word. Listen. Ask questions. Give generous answers.

Become a storyteller.

You probably have a great reason for choosing your line of work. When the manager asks, “what made you decide to become a (mechanic)” – tell your story. Include details and use body language to bring the story to life.

(Content provided by The Job Hunting Handbook-Harry Dahlstrom)
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.
Northwest Indiana Adult Learning Sites (continued)

Hammond Area Career Center
5727 Sohi Ave., Hammond, IN 46320
(219) 933-2419
Mon thru Thurs. ESL - 8:30 am to 12:30 pm
Mon thru Fri. GED - 8:30 am to 2:30 pm
Mon thru Thurs. ESL/GED - 6:00 to 8:30 pm
Saturday Citizenship/Naturalization - 9 am to Noon
GED Testing conducted twice monthly.
Part I on Tuesday and Part II following Tuesday
Test time: 4:00 pm to 9:00 pm

Lake Ridge Schools
6111 W. Ridge Rd., Gary, IN
(219) 838-1819 or (219) 889-7816
Mon thru Fri. - 8:30 am to 2:30 pm
(219) 883-0574
Mon & Wed. - 9:00 am to Noon

Merrillville High School
276 E. 68th Place, Merrillville, IN 46410
GED, ABE, ASC, ESL

GED Prep. Program (ABE)
Mon thru Thurs. - 6 to 8:30 pm
Apr. 12 thru June 14
July 5 thru Sept. 2
Oct. 3 thru Dec. 7

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

Adult Secondary Credit (ASC)
Mon thru Thurs. - 3:45 to 9:10 pm
Aug. 30 thru Dec. 21, 2011 To be Determined

GARY CITY-WIDE GED SITES

Gary Area Career Center
1800 East 35th Ave.
(219) 963-2085
Mon/Tues/Wed/Thurs - 5:00 pm to 8:00 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. thru Fri. - 8:30 am to 2:30 pm
Thurs. 10:00 am to Noon

Ivy Tech Community College
1440 East 35th Ave., Room 207
(219) 962-2025
Tues. & Thurs. - 9:00 am to Noon
(others ESL also)

WorkOne
3522 Village Court
(219) 981-4100
Tues. 9:00 a.m. - 1:00 p.m.

Calumet Twp. Trustee
485 Broadway
(219) 883-0574
Mon. & Wed. - 9:00 am to Noon

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

Michigan City WorkOne
344 Dunes Plaza, Michigan City, IN 46360
(219) 872-5575
(18+) Mon. thru Fri. - 8:00 to 11:00 am and Noon to 3:00 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 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
(219) 873-3043
(18+) Mon. thru Fri. - 9 to 11 am and Noon to 3:00 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

PORTER COUNTY

Chesterton Adult Learning Center
Westchester Library
100 West Indiana St., Chesterton, IN 46345
(219) 921-0567
Mon. & Wed. - 4:00 pm to 7:00 pm
ABE, GED, ESL

LaPorte Adult Learning Center
St. Andrew's Episcopal Church
100 S. Riverside Dr., Winamac, IN 46991
(574) 242-0131
Tues. & Thurs. - 9:00 am to Noon
ABE, GED, ESL

Pulaski Co. Adult Learning Center—Pulaski Co. Annex
125 S. Riverside Dr., Winamac, IN 46991
(574) 242-0131
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
Each Mon. & every other Fri. - 9:00 am to 1:00 pm
Tues. & Thurs. - 4:00 pm to 9:00 pm
Wed. 9:00 am to 1:00 pm

North Starke Adult/Alternative Education
Oregon Davis High School
5998 S. 750 E., Hamlet, IN 46532
(574) 867-4561 or (574) 806-2578
wfrazier@od.k12.in.us
Mon. thru Fri. 12:00 pm to 3:00 pm
ASC, GED, ABE and Skill Brush-up
Where Job Seekers & Employers Meet

For all your employment and training needs contact one of the WorkOne centers now!

www.gotoworkonenw.com

WorkOne Crown Point
1166 N. Main Street • Crown Point, IN
219-661-8985 Fax: 219-661-8916
Hours of operation:
Mon, Tues, Wed, Fri - 8:00am - 4:30pm
Thurs - 10:00am - 4:30pm

WorkOne East Chicago
4818 Indianapolis Boulevard • East Chicago, IN
219-398-2601 Fax: 219-392-8637
Hours of operation:
Mon, Tues, Thurs & Fri - 8:00am - 4:30pm
Wed - 10:00am - 4:30pm

WorkOne Gary
3522 Village Circle • 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
5255 Hohman Avenue • Hammond, IN
219-933-8332 Fax: 219-933-8370
Hours of operation:
Mon, Tues, Thurs & Fri - 8:00am - 4:30pm
Wed - 10:00am - 4:30pm

WorkOne Knox
53 W. Lake Street • 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
344 Dunes Plaza • Michigan City, IN
219-872-5575 Fax: 219-873-3226
Hours of operation:
Mon, Tues, Thurs & Fri - 8:00am - 4:30pm
Wed - 10:00am - 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, Wed & Fri - 8:00am - 4:30pm
Thurs - 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 Valparaiso
Eastport Centre • 3100 Ivy Tech Drive
Valparaiso, IN
219-476-4764 Fax: 219-476-4760
Hours of operation:
Mon, Tues, Thurs & Fri - 8:00am - 4:30pm
Wed - 10:00am - 4:30pm

WorkOne Winamac
123 N. Market Street, Ste. 2 • Winamac, IN
574-946-6300 Fax: 574-946-9628
Hours of operation:
Tues & Wed - 8:00am - 4:30pm

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

www.gotoworkonenw.com