

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 and 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



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Michigan City & South Counties

May 2016 : June 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	
Knox - 9:00 How to create a resume	2
Knox - 9:00 Online Job Search	9
Knox - 9:00 ICC Resume	16
Knox - 9:00 Labor Market Information	23
OFFICE CLOSED	30
TUESDAY	
OFFICE CLOSED	3
Morocco - 9:00 How to create a resume	10
Rensselaer - 9:00 Online Job Search	17
Rensselaer - 9:00 Labor Market Information	24
Rensselaer - 9:00 How to create a resume	31
WEDNESDAY	
Michigan City - 9:00 How to create a resume	4
Michigan City - 9:00 Online Job Search	11
Michigan City - 9:00 ICC Resume	18
Michigan City - 9:00 Labor Market Information	25
THURSDAY	
Rensselaer - 10:00 How to create a resume	5
Rensselaer - 10:00 Online Job Search	12
Rensselaer - 11:00 How to create a resume	19
Rensselaer - 10:00 ICC Resume	26

MONDAY	
Knox - 9:00 Online Job Search	6
Knox - 9:00 ICC Profile	13
10:00 ICC Resume	
Knox - 9:00 Online Job Search	20
10:00 Online Job Search	
Knox - 9:00 How To Create A Resume	27
10:00 Online Job Search	
TUESDAY	
Rensselaer - 9:00 How to create a resume	7
10:00 ICC Profile	
Morocco - 9:00 Online Job Search	14
Rensselaer - 9:00 How to create a resume	21
Rensselaer - 9:00 How to create a resume	28
WEDNESDAY	
Michigan City - 9:00 How to create a resume	1
Michigan City - 9:00 Online Job Search	8
Michigan City - 9:00 ICC Profile	15
10:00 ICC Resume	
Michigan City - 9:00 How to create a resume	22
Michigan City - 9:00 How to create a resume	29
THURSDAY	
Rensselaer - 10:00 How to create a resume	2
11:00 Online Job Search	
Rensselaer - 10:00 Online Job Search	9
Rensselaer - 11:00 How to create a resume	16
Rensselaer - 10:00 I've Got Skills	23
Rensselaer - 10:00 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 www.gotoworkonenw.com

Gary Office

May 2016



June 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

9:00-10:00 ICC Profile **2**

10:00-11:30
Indiana Career Connect: Resume Builder
1:00-2:00 Online Job Search

9:00-10:00 ICC Profile **9**

10:00-11:30
Indiana Career Connect: Resume Builder
1:00-2:00 Online Job Search

OFFICE CLOSED MEMORIAL DAY **30**

TUESDAY

OFFICE CLOSED PRIMARY ELECTION DAY **3**

10:00-11:30 **10**

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

10:00-11:30 **31**

I've Got Skills
1:00-2:00
How to Create a Resume

FRIDAY

9:00-10:30 I've Got Skills **6**
1:00-2:00 Interview Preparation

MONDAY

9:00-10:00 ICC Profile **6**
10:00-11:30 Indiana Career Connect: Resume Builder
1-2 Online Job Search

9:00-10:00 ICC Profile **13**
10:00-11:30 Indiana Career Connect: Resume Builder
1-2 Online Job Search

9:00-10:00 ICC Profile **20**
10:00-11:30 Indiana Career Connect: Resume Builder
1-2 Online Job Search

9:00-10:00 ICC Profile **27**
10:00-11:30 Indiana Career Connect: Resume Builder
1-2 Online Job Search

TUESDAY

10:00-11:30 I've Got Skills **7**
1:00-2:30 Interview Preparation

10:00 – 11:00 Sojourner Truth House **14**
1:00-2:00 I've Got Skills
2:00-3:00 How to Create a Resume

10:00-11:30 I've Got Skills **21**
1:00 -2:00 Interview Preparation

10:00-11:30 I've Got Skills **28**
1:00 -2:00 How to Create a Resume



Portage Office

May 2016 : June 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	
9:00-10:00 Indiana Career Connect: Profile	2
10:00-11:00 Indiana Career Connect: Resume	
1:00-2:00 Online Job Search	
9:00-10:00 Indiana Career Connect: Profile	9
10:00-11:00 Indiana Career Connect: Resume	
1:00-2:00 Online Job Search	
No Workshops Scheduled	16
No Workshops Scheduled	23
Memorial Day Office Closed	30
TUESDAY	
OFFICE CLOSED	3
1:00-2:00 Interview Preparation	10
2:00-3:30 I've Got Skills	
1:00-2:00 I've Got Skills	17
2:00-3:30 How To Create A Resume	
No Workshops Scheduled	24
1:00-2:00 I've Got Skills	31
2:00-3:30 How To Create A Resume	

MONDAY	
9:00-10:00 Indiana Career Connect: Profile	6
10:00-11:00 Indiana Career Connect: Resume	
1:00-2:00 Online Job Search	
9:00-10:00 Indiana Career Connect: Profile	13
10:00-11:00 Indiana Career Connect: Resume	
1:00-2:00 Online Job Search	
9:00-10:00 Indiana Career Connect: Profile	20
10:00-11:00 Indiana Career Connect: Resume	
1:00-2:00 Online Job Search	
9:00-10:00 Indiana Career Connect: Profile	27
10:00-11:00 Indiana Career Connect: Resume	
1:00-2:00 Online Job Search	
TUESDAY	
1:00-2:00 Interview Preparation	7
2:00-3:30 I've Got Skills	
1:00-2:00 I've Got Skills	14
2:00-3:30 How To Create A Resume	
1:00-2:00 How To Create A Resume	21
2:00-3:30 Interview Preparation	
1:00-2:00 I've Got Skills	28
2:00-3:30 How To Create A Resume	



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

May 2016



June 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	
9:00-10:00 I've Got Skills	2
10:00-11:00 ICC and You: Profile	
9:00-10:00 Internet Job Search	9
10:00-11:30 How to Create a Resume	
9:00-10:00 I've Got Skills	16
10:00-11:00 ICC and You: Profile	
9:00-10:00 Internet Job Search	23
10:00-11:30 How to Create a Resume	
Memorial Day Office Closed	30
WEDNESDAY	
10:30-12:00 How to Create a Resume	4
1:00-2:00 I've Got Skills	
2:00 – 3:30 ICC and You: Resume Builder	
10:30-12:00 Interview Preparation	11
1:00-2:30 ICC and You: Resume Builder	
2:30-3:30 Internet Job Search	
10:30 – 12:00 How to Create a Resume	18
1:00 – 2:00 I've Got Skills	
2:00 – 3:30 ICC and You: Resume Builder	
10:30-12:00 Interview Preparation	25
1:00-2:00 Internet Job Search	
2:00-3:00 I've Got Skills	

MONDAY	
9:00-10:00 Internet Job Search	6
10:00-11:30 How to Create a Resume	
9:00-10:00 I've Got Skills	13
10:00-11:00 ICC and You: Profile	
9:00-10:00 Internet Job Search	20
10:00-11:30 How to Create a Resume	
9:00-10:00 I've Got Skills	27
10:00-11:00 ICC and You: Profile	
WEDNESDAY	
10:30-12:00 How to Create a Resume	1
1:00-2:00 I've Got Skills	
2:00 – 3:30 ICC and You: Resume Builder	
10:30-12:00 Interview Preparation	8
1:00-2:30 ICC and You: Resume Builder	
2:30-3:30 Internet Job Search	
10:30 – 12:00 How to Create a Resume	15
1:00 – 2:00 I've Got Skills	
2:00 – 3:30 ICC and You: Resume Builder	
10:30-12:00 Interview Preparation	22
1:00-2:00 Internet Job Search	
2:00-3:00 I've Got Skills	
10:30-12:00 How to Create a Resume	29
1:00-2:00 I've Got Skills	
2:00-3:30 ICC and You: Resume Builder	



LaPorte Office

May 2016 ⋮ June 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

TUESDAY	
Primary Election Day Office Closed	3
10:30-12:00 Indiana Career Connect: Profile	10
2:30-3:30 Indiana Career Connect: Resume	
1:00-2:30 Indiana Career Connect: Profile	17
12:00-1:00 Indiana Career Connect: Resume	
2:30-3:30 Online Job Search	
2:30-4:00 Interview Preparation	24
WEDNESDAY	
9:00-10:30 Online Job Search	4
10:30-12:00 Interview Preparation	
10:30-12:00 Indiana Career Connect: Profile	25
2:30-3:30 Indiana Career Connect: Resume	
THURSDAY	
1:00-2:30 Categorizing Your Skills	5
2:30-4:00 How To Create A Resume	
10:30-11:30 Categorizing Your Skills	12
1:00-2:00 How To Create A Resume	
2:30-4:00 Interview Preparation	
1:00-2:30 Categorizing Your Skills	19
2:30-4:00 How To Create A Resume	
10:30-12:00 Categorizing Your Skills	26
12:00-1:30 How To Create A Resume	
2:30-3:30 Online Job Search	

TUESDAY	
10:30-11:30 Online Job Search	14
1:00-2:30 Interview preparation	
1:00-2:30 Indiana Career Connect: Profile	21
2:30-3:30 Indiana Career Connect: Resume	
10:30-12:00 Categorizing your skills	28
1:00-2:30 How to create a resume	
2:30-3:30 Online Job Search	
WEDNESDAY	
1:30-2:30 Online Job Search	1
	8
1:00-2:30 Indiana Career Connect: Profile	
2:30-3:30 Indiana Career Connect: Resume	
10:00-11:30 Categorizing Your Skills	22
11:30-1:00 How to Create A Resume	
2:00-3:30 Interview Preparation	
THURSDAY	
10:30-12:00 Indiana Career Connect: Profile	2
12:00-1:00 Indiana Career Connect: Resume	
10:30-12:00 Categorizing Your Skills	9
12:00-1:30 How to Create A Resume	
1:00-2:30 Indiana Career Connect: Profile	16
2:30-3:30 Indiana Career Connect: Resume	

no-cost workshop calendar

WorkOne