

# WorkOne Workshops

**How to Get a Job in Northwest Indiana (NWI)** Do you know what local employers are looking for? What industries have the best careers in your area? What can you do to get yourself into a great local position? How to Get a Job in Northwest Indiana gives you a peek at what you can expect employers to be on the lookout for, what industries and careers are in-demand, and what you can do to launch yourself towards your next great career move!

**WOW! WorkOne Can Help You!** What is WorkOne all about? In Wow! WorkOne Can Help You! you will learn about all of the amazing free services that WorkOne has to offer the community and you! Need help with your resume? Or maybe you are nervous about an upcoming interview. Come on in and attend this session to learn exactly how WorkOne can help you!

**Computer Basics** Come to this hands-on free session to receive some quick tips and assistance with your computer skills. This session will allow you time to practice your computer skills and get some quick tips. We will also give you access to some great resources to take your computer usage and skills to the next level!

**You've Got Skills\*** Have you ever struggled to describe all of the things you know how to do? Froze when talking to an employer? Have you been at the same job for years, and think that it is the only thing you know? This interactive workshop will get you seeing yourself in a whole new light! You've Got Skills! Let us help you identify them, so the next time you are in front of an employer you will know exactly what to say! You will walk out of this workshop with a list of skills you can offer an employer, an understanding of where you fit best in the working world, and the knowledge that You've Got Skills!

**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

**Resume Success\*** Are you unsure if your resume is hitting the mark with employers? With this hands on workshop experience you will discover exactly what employers are looking for, crucial tips to creating the best resume for you, editing advice for that extra touch to get you noticed, and much more! If you want your resume to hit the mark, this workshop is the one for you! You will leave the class with the ground work for an amazing resume every single time! We will help you find Resume Success!

**Learning Outcomes Covered:**

- ◆ Resume
- ◆ Work readiness
- ◆ Job search

**Interview Power\*** Do you struggle to find the right words to say when they ask you, "Tell me about yourself?" Maybe you just haven't had an interview in a while? This interactive workshop will get you up-to-date on the latest interview trends, put you through the paces with a realistic mock-interview, and help you be prepared to answer any question thrown your way! After sitting through this session you will have some serious Interview Power!

**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

**Get Job "Fit"\*** Do you know what matters

most to an employer? What does "Job Fit" even mean?! This engaging workshop will help you look at the skills that job seekers forget about the most! Teamwork, honesty, reliability, can-do spirit! Sound familiar? This workshop will take you to the next level in developing these skills and knowing how to talk about it. By the end of the class you are sure to Get Job "Fit!"

**Northwest Indiana Professional Networking (NIPN)\*** This exclusive networking group is for WorkOne clients currently working with a Career Advisor who possess an Associate's Degree or higher, or equivalent work experience. Operating as a hybrid for improving your job search skills while networking with others who have similar experiences. This workshop experience is unique in that participants meet every week to build their networks, supports, and skills as they work their way into their next great career move! A non-enrolled individual may attend one session of NIPN as a guest. Customers must be scheduled for this session by a Career Advisor.

**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



\*Please note that in order to attend one of the following workshops the customer must be enrolled and working with a WorkOne Career Advisor.

This WIOA Title 1-funded program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333.

# Portage Office

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

## September 2017

MONDAY	WEDNESDAY
4	13
<b>LABOR DAY OFFICE CLOSED</b>	<p>2:00 PM-2:30 PM How to Get a Job in NWI</p> <p>2:30 PM-3:00 PM WOW! WorkOne Can Help You</p> <p>3:00 PM-3:30 PM Computer Basics</p>
11	27
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**WorkOne**  
 no-cost workshop calendar



**Workshop schedule subject to change. Please register for workshops on our website at [www.gotoworkonenw.com](http://www.gotoworkonenw.com)**

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# Gary Office

3522 Village Court, Gary, IN · 219-981-1520

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

## September 2017

MONDAY	WEDNESDAY
<p><b>LABOR DAY</b> <b>OFFICE CLOSED</b></p> <p>4</p>	<p>27</p> <p>10:30 AM-11:00 AM How to Get a Job in NWI 11:30 AM-12:00 PM WOW! WorkOne Can Help You 12:00 PM-12:30 PM Computer Basics</p>
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# Hammond Office

5265 Hohman Avenue, Hammond, IN · 219-933-8332

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

## September 2017

MONDAY	WEDNESDAY
<p><b>LABOR DAY</b> <b>OFFICE CLOSED</b></p> <p>4</p>	<p>6</p> <p>2:00 PM-2:30 PM How to Get a Job in NWI 2:30 PM-3:00 PM WOW! WorkOne Can Help You 3:00 PM-3:30 PM Computer Basics</p>
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# La Porte Office

Sagamore Center, 300 Legacy Plaza West, La Porte, IN · 219-362-2175

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

*September 2017*

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