

Workshops with a gray title bar may count toward a UI work search requirement. It is the claimant's responsibility to know how job search requirements change with the length of their UI Claim. Please contact the UI TeleCenter at 1-800-318-6022 to confirm.

Modules may be taken in any order.

<b>RE-EMPLOYMENT ORIENTATION</b>	<b>Module 1</b>
Looking for work is a personal and complex journey. Discover new ways of thinking about the job search and changing workplace, and learn about WorkSource resources and services that can help you along the way. <i>Wednesday 1:15-3:30 or Thursday 8:15-10:30 or 1:15-3:30</i>	
<b>KNOWING YOURSELF</b>	<b>Module 2</b>
Self-knowledge is one-half of a good job match. Job seekers are continually faced with change and choices. Learning "who you are" can affect how you plan, control, and shape your life. Participate in this interactive workshop to gain new and exciting information about yourself and your career choice. <i>Mondays 1:30pm to as late as 4:30pm</i>	
<b>SKILLS &amp; ABILITIES</b>	<b>Module 3</b>
Skills you didn't know you had and what to do with them now. Skills and abilities are the building blocks of job success. Learn to identify, demonstrate, and package with confidence the skills and personal qualities today's employers desire. <i>Tuesdays 9:00am to as late as 12:00pm</i>	
<b>THE JOB MARKET</b>	<b>Module 4</b>
Research and informational interviews: the direct route to job offers. A successful job search is really finding an employer who is looking for someone like you. Learn how to research your labor market, develop networks, and conduct informational interviews. <i>Fridays 1:30pm to as late as 4:30pm</i>	
<b>EFFECTIVE JOB SEARCH</b>	<b>Module 5</b>
Are you hunting down the job you want or letting it find you? The changing workplace requires everyone to think differently about what makes a successful job search. Learn the most and least effective strategies for finding employment, and conduct an actual job search on the Internet. <i>Wednesdays 9:00am to as late as 12:00pm</i>	
<b>APPLICATIONS AND RESUMES</b>	<b>Module 6</b>
Resumes are an advertisement of what you can and will do. Successful job seekers know what employers want. Learn how to complete applications, develop resumes, and design cover letters that will attract employers and lead to more interviews. Make the match on paper and online. <i>Tuesdays 1:30pm to as late as 4:30pm</i>	
<b>INTERVIEWING</b>	<b>Module 7</b>
Discover successful tips that will make your interview stand out. The ability to handle an employment interview is a necessity for any job seeker. Learn helpful interviewing tips and practice your interviewing skills in a supportive, realistic environment. <i>Fridays 9:00am to as late as 12:00pm</i>	
<b>PRODUCING YOUR RESUME USING THE COMPUTER</b>	
You must have a draft (handwritten or typed) resume to participate in this workshop. Bring an IBM formatted 3 1/2" floppy disk and receive assistance in selecting and using software programs to format your resume to achieve the best possible presentation. Workshop does not cover online resumes. <i>First and third Thursday 2:00pm to as late as 4:00pm</i>	

**Basic Computers** 1:30pm to as late as 2:15pm  
*First and third Wednesday of the month*  
This workshop is designed for beginners to gain confidence to use WorkSource computers: learn to use the mouse (point and click/double click), how to navigate multiple windows and how to use a floppy disk.

**Microsoft Word** 2:30pm to as late as 4:30pm  
*First and third Wednesday of the month*  
Oriented to entry level and refresher training, learn the basics of Microsoft Word software: toolbars and menus; formatting and layout tools; how to create a document, save and print it.

**Job Club** 9:00am to as late as 11:30am  
*Every Monday*  
Join other job seekers in learning and networking, while supporting each other in your job search. A great way to start your week with enthusiasm!

**Small Business Seminars**  
Varied topics, intermittent schedule, see monthly calendar. **Call 360-676-3212 to sign up.**  
WorkSource hosts seminars of interest to the small business owner. Books and software are also available to explore small business start-up.

**Senior Employment Connection** 5:00pm – 7:00pm  
*Second and fourth Thursday of the month*  
Casual, relaxed gathering focusing on employment and training issues for people age 55 and older.

**ADDITIONAL ORIENTATIONS:**  
[www.tourworksource.com](http://www.tourworksource.com) A streaming video orientation to WorkSource services and products. This website catalog is a great place to start or return to at any time for information about WorkSource services and programs.

**Workforce Resources Orientation**  
*Every Monday, times alternate between 10:30am – 11:30am & 3:00pm – 4:00pm ~ consult calendar for schedule~* Employment assistance programs for eligible youth, adults and dislocated workers. Adult program emphasis is on gaining employment through professional employment counseling.

**Job Corps Orientation** 2:00pm – 4:00pm  
*Every first Tuesday of the month, please call 360-676-3212 to sign up.*  
\*\*\*Special note: In July this orientation will be held on **JULY 11<sup>th</sup>**, the 2<sup>nd</sup> Tuesday of the month due to the Independence Day holiday on July 4th.

*Note: This schedule is subject to change. Please consult our workshop calendar for the most up-to-date information or visit [www.worksourcenorthwest.com](http://www.worksourcenorthwest.com)*