

July 2024

CLASS SCHEDULE

**INTRODUCTION TO WORKFORCE SERVICES
ON DEMAND 24/7 @
WWW.WORKSOURCEROGUE.ORG
SELECT: JOB SEEKER, "GETTING STARTED."**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Interview Workshop <u>1:30-3:00 pm</u>	2 NCRC Testing – Medford <u>12:30-4:30 pm</u> No Launch Pad Virtual Interview Workshop <u>3:00-4:30 pm</u>	3 Spanish Basic Computer Classes <u>(In Person) Medford 9:30 – 11:00 am</u> NCRC Testing – Grants Pass <u>12:00–4:00 pm</u> No Launch Pad	4 OFFICE CLOSED  No Launch Pad	5 Basic Computer Classes - (In Person) Grants Pass or Medford <u>9:00 - 10:30 am</u> NetworkingWorkshop <u>10:30 am-12:00 pm</u>
8 Interview Workshop <u>1:30-3:00 pm</u>	9 Successful State Applications Workshop <u>10:30 am–12:00 pm</u> Launch Pad - Creating Your Professional Identity <u>12:00-1:00 pm</u> NCRC Testing - Medford <u>12:30-4:30 pm</u> Virtual Interview Workshop <u>3:00-4:30 pm</u>	10 Spanish Basic Computer Classes <u>(In Person) Medford 9:30 – 11:00 am</u> NCRC Testing – Grants Pass <u>12:00–4:00 pm</u> Launch Pad - Power and Accountability <u>12:00-1:00 pm</u> Soft Skills Workshop <u>1:30-3:00 pm</u>	11 NCRC Testing - Medford <u>9:00 am–1:00 pm</u> Resume Workshop <u>10:30 am-12:00 pm</u> Launch Pad - Solution Focused Thinking <u>12:00-1:00 pm</u>	12 Basic Computer Classes - (In Person) Grants Pass or Medford <u>9:00 - 10:30 am</u> NetworkingWorkshop <u>10:30 am-12:00 pm</u>
15 Interview Workshop <u>1:30-3:00 pm</u>	16 Launch Pad - Tools for Communication <u>12:00-1:00 pm</u> NCRC Testing - Medford <u>12:30-4:30 pm</u> Virtual Interview Workshop <u>3:00-4:30 pm</u>	17 Spanish Basic Computer Classes <u>(In Person) Medford 9:30 – 11:00 am</u> NCRC Testing – Grants Pass <u>12:00–4:00 pm</u> Soft Skills Workshop <u>1:30-3:00 pm</u> Launch Pad - Building Boundaries for Success <u>12:00-1:00 pm</u>	18 NCRC Testing - Medford <u>9:00 am–1:00 pm</u> Resume Workshop <u>10:30 am-12:00 pm</u> Launch Pad - The Everyday Leader <u>12:00-1:00 pm</u>	19 Basic Computer Classes - (In Person) Grants Pass or Medford <u>9:00 - 10:30 am</u> NetworkingWorkshop <u>10:30 am-12:00 pm</u>
22 Interview Workshop <u>1:30-3:00 pm</u>	23 Successful State Applications Workshop <u>10:30 am–12:00 pm</u> NCRC Testing – Medford <u>12:30-4:30 pm</u> Launch Pad - Creating Your Professional Identity <u>6:30 – 7:30 pm</u> Virtual Interview Workshop <u>3:00-4:30 pm</u>	24 Spanish Basic Computer Classes <u>(In Person) Medford 9:30 – 11:00 am</u> NCRC Testing – Grants Pass <u>12:00–4:00 pm</u> Soft Skills Workshop <u>1:30-3:00 pm</u> Launch Pad – Power and Accountability <u>6:30 – 7:30 pm</u>	25 NCRC Testing - Medford <u>9:00 am–1:00 pm</u> Resume Workshop <u>10:30 am-12:00 pm</u> Launch Pad - Solution Focused Thinking <u>6:30-7:30pm</u>	26 Basic Computer Classes - (In Person) Grants Pass or Medford <u>9:00 – 10:30 am</u> NetworkingWorkshop <u>10:30 am-12:00 pm</u>
29 Interview Workshop <u>1:30-3:00 pm</u>	30 NCRC Testing – Medford <u>12:30-4:30 pm</u> Launch Pad - Tools for Communication <u>6:30 – 7:30 pm</u> Virtual Interview Workshop <u>3:00-4:30 pm</u>	31 Spanish Basic Computer Classes <u>(In Person) Medford 9:30 – 11:00 am</u> NCRC Testing – Grants Pass <u>12:00–4:00 pm</u> Soft Skills Workshop <u>1:30-3:00 pm</u> Launch Pad - Building Boundaries for Success <u>6:30 – 7:30 pm</u>	1 NCRC Testing - Medford <u>9:00 am–1:00 pm</u> Resume Workshop <u>10:30 am-12:00 pm</u> Launch Pad – The Everyday Leader <u>6:30-7:30pm</u>	2 Basic Computer Classes - (In Person) Grants Pass or Medford <u>9:00 – 10:30 am</u> Networking Workshop <u>10:30 am-12:00 pm</u>

Check out “Grow with Google” Workshops for Job Seekers, Small Businesses and Entrepreneurs at:
<https://www.youtube.com/c/GrowwithGoogle>

WORKSHOP/CLASS DESCRIPTIONS

Basic Computer Classes - (In Person) - at 1569 NE "F" St, Grants Pass or 119 N. Oakdale Avenue, Medford – No Registration required. Fridays 9:00-10:30 am. A different topic offered every Friday: Intro to Basic Computers, Microsoft Word, iMatchSkills, Internet Job Searches and more!

Spanish Basic Computer Classes – (In Person) - at 119 N. Oakdale Avenue, Medford – No Registration required. Wednesdays from 9:30-11:00 a.m. We can assist with your weekly unemployment work search reports, completing your iMatchSkills registration and learning computer basics.

National Career Readiness Certificate (NCRC) – Registration is required. *Pre-requisite for Training*. The NCRC documents your skill level in the following three areas, which are highly important to the majority of jobs in the workplace: *Applied Math*, *Graphic Literacy* and *Workplace Documents*.

NCRC – Medford - Tuesday and Thursday Sessions at 119 N. Oakdale Ave. Tuesday 12:30- 4:30. Thursday 9:00 – 1:00 (Call 541-734-7533 to register.) Please arrive 15 minutes early for check-in.

NCRC – Grants Pass – Wednesday Sessions at 1569 NE "F" St, Grants Pass. Wednesday 12:00 – 4:00 (Call 541-471-3811 to register.) Please arrive 15 minutes early for check-in.

Launch Pad – *Pre-requisite for Training*. Explore a series of six workshops based on highly trainable soft skills. Soft skills make up the foundation of employment success. Many of our local businesses endorse these professional development workshops based on essential skills needed in the workforce. **Career Coach will assist with registration.** See calendar for days/times.

Coaching – Through individualized coaching sessions individuals focus on areas where they currently feel stuck and unable to make positive progress. Areas of focus may include stress, structure, anxiety, time management and more. Talk to your Career Coach to learn more. The one-on-one coaching opportunities are valued at \$550! Coaching is a great resource to add to your employment and career planning journey.

Interview Workshop – Register on-line at <https://go.oncehub.com/wsoworkshops>

Mondays 1:30 – 3:00 p.m. - Are you landing interviews, but not your dream job? Are situational questions keeping you up at night? How do you answer a question about your last employer if you were terminated? Let us help answer all these questions and more.

Virtual Interview Workshop – Register on-line at <https://go.oncehub.com/wsoworkshops>

Tuesdays, 3:00 – 4:30 p.m. - Are you ready to take on a virtual interview? Is your lighting, dress, background, voice and tone ideal for the virtual setting? Do you know what it's like to pre-record your interview questions? Are you adept at moving about in a virtual space? If not, let us help you build skill and confidence for your next virtual interview.

Soft Skills Workshop – Register on-line at <https://go.oncehub.com/wsoworkshops>

Wednesdays, 1:30 – 3:00 p.m. - It's been said, "You're hired for your hard skills and fired for your soft skills—but what is a soft skill and why is it important in finding and keeping a great job?" In this workshop, we will introduce soft skills, and help you discover which soft skills are your strengths.

Resume Workshop – Register on-line at <https://go.oncehub.com/wsoworkshops>

Thursdays, 10:30 – 12:00 p.m. Learn techniques and strategies to create or refurbish your resume for industry specific, job tailored and unique-to-you use. Discover tricks to snag the hiring team's attention. Understand how to pass the ATS system from robot to human eye and more!

Networking Workshop – Register on-line at <https://go.oncehub.com/wsoworkshops>

Fridays, 10:30 -12:00 p.m. - Branding, an elevator speech and LinkedIn – how will they support your job search? Let us help you discover and navigate the new, virtual networking environment, while reinforcing your in-person networking skills.

Successful State Applications Workshop – Register on-line at <https://go.oncehub.com/wsoworkshops>

Every other Tuesday, 10:30 – 12:00 p.m. - Are you interested in applying for jobs with the State of Oregon? Review how to research State of Oregon job announcements, agencies and job classifications. Discover how to tailor your resume to the job description, while networking with state staff.

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Rogue Valley



Medford Workforce Center – 119 N. Oakdale Avenue, Medford, OR 97501 -541-776-6060 or 541-734-7533

Grants Pass Workforce Center – 1569 NE "F" Street, Grants Pass, OR 97526 – 541-471-3811

