

# September 2024

## CLASS SCHEDULE

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 <b>Office Closed</b> 	3 <u>Successful State Applications Workshop 10:30 am - 12:00 pm</u>  <u>Launch Pad - Creating Your Professional Identity 12:00 - 1:00 pm</u>  <u>NCRC Testing - Medford 12:30 - 4:30 pm</u>	4 <u>Spanish Basic Computer Classes (In Person) Medford 9:30 - 11:00 am</u>  <u>NCRC Testing - Grants Pass 12:00 - 4:00 pm</u>  <u>Launch Pad - Power and Accountability 12:00 - 1:00 pm</u>	5 <u>NCRC Testing - Medford 9:00 am - 1:00 pm</u>  <u>Launch Pad - Solution Focused Thinking 12:00 - 1:00 pm</u>	6 <u>Basic Computer Classes - (In Person) Grants Pass or Medford 9:00 - 10:30 am</u>
9	10 <u>Launch Pad - Tools for Communication 12:00 - 1:00 pm</u>	11 <u>NCRC Testing - Grants Pass 12:00 - 4:00 pm</u>  <u>Launch Pad - Building Boundaries for Success 12:00 - 1:00 pm</u>	12 <u>NCRC Testing - Medford 9:00 am-1:00 pm</u>  <u>Launch Pad - The Everyday Leader 12:00 - 1:00 pm</u>	13 <u>Basic Computer Classes - (In Person) Grants Pass or Medford 9:00 - 10:30 am</u>
16	17 <u>Successful State Applications Workshop 10:30 am - 12:00 pm</u>  <u>Launch Pad - Creating Your Professional Identity 6:30 - 7:30 pm</u>  <u>NCRC Testing - Medford 12:30 - 4:30 pm</u>	18 <u>Spanish Basic Computer Classes (In Person) Medford 9:30 - 11:00 am</u>  <u>NCRC Testing - Grants Pass 12:00 - 4:00 pm</u>  <u>Launch Pad - Power and Accountability 6:30 - 7:30 pm</u>	19 <u>NCRC Testing - Medford 9:00 am-1:00 pm</u>  <u>Launch Pad - Solution Focused Thinking 6:30 - 7:30 pm</u>	20 <u>Basic Computer Classes - (In Person) Grants Pass or Medford 9:00 - 10:30 am</u>
23	24 <u>NCRC Testing - Medford 12:30 - 4:30 pm</u>  <u>Launch Pad - Tools for Communication 6:30 - 7:30 pm</u>	25 <u>Spanish Basic Computer Classes (In Person) Medford 9:30 - 11:00 am</u>  <u>NCRC Testing - Grants Pass 12:00 - 4:00 pm</u>  <u>Launch Pad - Building Boundaries for Success 6:30 - 7:30 pm</u>	26 <u>NCRC Testing - Medford 9:00 am - 1:00 pm</u>  <u>Launch Pad - The Everyday Leader 6:30 - 7:30 pm</u>	27 <u>Basic Computer Classes - (In Person) Grants Pass or Medford 9:00 - 10:30 am</u>
30	1 Successful State Applications Workshop 10:30 am - 12:00 pm  NCRC Testing - Medford 12:30 - 4:30 pm  Launch Pad - Tools for Communication 12:00 - 1:00 pm	2 Spanish Basic Computer Classes (In Person) Medford 9:30 - 11:00 am  NCRC Testing - Grants Pass 12:00 - 4:00 pm  Launch Pad - Power and Accountability 12:00 - 1:00 pm	3 NCRC Testing - Medford 9:00 am - 1:00 pm  Launch Pad - Solution Focused Thinking 12:00 - 1:00 pm	4 Basic Computer Classes - (In Person) Grants Pass or Medford 9:00 - 10:30 am

**Ask about our new LinkedIn Learning Workshops and Training Scholarships!**

## WORKSHOPS/WORKFORCE SERVICES 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 most 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.

**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.

**LinkedIn Learning** - This gives you access to thousands of high-quality workshops and courses to enhance your skills and employability. You will gain the skills and knowledge to succeed in your job search and career. Don't miss this opportunity to invest in your professional growth and stand out in a competitive job market. Registration is required and a one-on-one Welcome Conversation with one of our Career Coaches to ask about our LinkedIn Learning account option.

**Training Scholarships** – Our employment and training programs offer limited training scholarships for short-term training supported by the labor market and leads to employment. If you are interested in a training scholarship, registration and a one-on-one Welcome conversation with a Career Coach is required to discuss workforce services, next step activities and to receive a referral to our Training Scholarship Orientation. Our scholarship committee reviews scholarship applications, eligibility requirements, participation and follow-through before approving scholarship applications.



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

WorkSource Rogue Valley is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Sign up for free online relay service at: <https://tmobileiprelay.com/auth/login>.