

Class Schedule for Job Search (JO), Supported Work (SW), and Life Skills (LS) - March 2020

Self-Paced Computer Lab MONDAY-THURSDAY 8-5, FRIDAY 8-2pm

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------------------------------|---|--|---|---|
| 2 Open Lab 8-5 | 3 Open Lab 8-5 | 4 OBB—Orientation Room 10:30 am — 12:00 pm Life Skills Open Lab 8 am—5 pm VT Info Session—SDC 2:30 pm—3:45 pm | 5 Job Interview Secrets 10 am—11 am Resume or Cover Letter Assistance—SDC 11:00 am — 12 pm Life Skills Open Lab 8 am—5 pm | 6 Mock Interview 10 am — 12 pm |
| 9 Open Lab 8-5 | 10 NCRC Registration Lab 9 am—10 am Welcome to Computers! 10:30 am—12:30 pm | 11 OBB—Orientation Room 10:30 am — 12:00 pm Life Skills Open Lab 8 am—5 pm VT Info Session—SDC 2:30 pm—3:45 pm | 12 Job Interview Secrets 10 am—11 am Welcome to Computers! 10:30 am—12:30 pm Resume or Cover Letter Assistance—SDC 2 pm — 3 pm Life Skills Open Lab 8 am—5 pm Hot Jobs Club 1:00 pm—2:30 pm | 13 Mock Interview 10 am — 12 pm |
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| 30 Open Lab 8-5 | 31 Open Lab 8-5 | | | |

* See other side for list of self paced computer lab activities and classes



March 2020 CLASSES AND LAB SCHEDULE
Job Search, Supported Work, and Life Skills
 East County Family Service Center, 11826 NE GLISAN ST. PORTLAND, OR 97220
[Www.communityworksnw.org](http://www.communityworksnw.org)

- **Resume Assistance** = For participants who need help with creating new or updating old resume.
- **Cover Letter Assistance** = For participants who need help with creating new or updating old cover letter.
- **Computer Basics Lab - Word** = For participants who want to learn the basics of Microsoft Word.
- **Computer Basics Lab - Excel** = For participants who want to learn the basics of Microsoft Excel.
- **Mock Interview** = Practice job interview techniques with instructor.
- **Overcoming Background Barriers (OBB) Part 1** = Learn to utilize tools that can help you remove employment barriers and move forward. You will learn about the Expungement Process and Project Reset. Those who attend this workshop will have access to a FREE criminal background and driving record report.
- **Overcoming Background Barriers (OBB) Part 2- Job Search**= Explore options for explaining background issues; Learn about 2nd Chance Employers; fine tune your job search strategy and receive your criminal background and driving record report
- **IMATCH Assistance Lab**= Assistance with setting up your iMatch account.
- **VT Info. Session** = Explore the possibility of attending a short term vocational training while still receiving your TANF grant
- **NCRC Registration Lab**= Assistance with registration for the *NCRC test*
- **Keyboarding Lab** = For participants who need help updating their keyboarding skills.
- **Job Application Assistance Lab** = Assistance with completing general job application.
- **Job Interview Secrets** = Learn job interviews tips and tricks.
- **Life Skills**= Learn conflict resolution, budgeting, time management, and self-care skills in order to effectively balance personal life and work
- **Welcome to Computers** = Learn computer basics in 5 classes only!
- **Hot Jobs Club** = Focused job search tailored to participant's needs

