

CWP Class & Workshop Schedule Calendar for SE - March 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Hourly Life Skills Classes Overcoming Background Barriers Resume Assistance Cover Letter/References MS Word/Excel Classes Wellness Support	3 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support	4 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support	5 Vocational Training Resume Assistance Cover Letter/References Job Leads/Job Search Assistance Wellness Support	6 Hourly Life Skills Classes Mock Interviews Word/Excel Overcoming Background Barriers ABE/ESL (by apt. only) Career Center Closes at Noon
9 Hourly Life Skills Classes Overcoming Background Barriers Resume Assistance Cover Letter/References MS Word/Excel Classes Wellness Support	10 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support	11 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support	12 Vocational Training Resume Assistance Cover Letter/References Job Leads/Job Search Assistance Wellness Support Hot Jobs Club 10:30-12:00 NEW!	13 Hourly Life Skills Classes Mock Interviews Word/Excel Overcoming Background Barriers ABE/ESL (by apt. only) Career Center Closes at Noon
16 Hourly Life Skills Classes Overcoming Background Barriers Resume Assistance Cover Letter/References MS Word/Excel Classes Wellness Support	17 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support	18 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support	19 Vocational Training Resume Assistance Cover Letter/References Job Leads/Job Search Assistance Wellness Support	20 Hourly Life Skills Classes Mock Interviews Word/Excel Overcoming Background Barriers ABE/ESL (by apt. only) Career Center Closes at Noon
23 Hourly Life Skills Classes Overcoming Background Barriers Resume Assistance Cover Letter/References MS Word/Excel Classes Wellness Support	24 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support	25 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support	26 Vocational Training Resume Assistance Cover Letter/References Job Leads/Job Search Assistance Wellness Support Hot Jobs Club 10:30-12:00 NEW!	27 Hourly Life Skills Classes Mock Interviews Word/Excel Overcoming Background Barriers ABE/ESL (by apt. only) Career Center Closes at Noon
30 Hourly Life Skills Classes Overcoming Background Barriers Resume Assistance Cover Letter/References MS Word/Excel Classes Wellness Support	31 Hourly Life Skills Classes Vocational Training Resume Assistance Cover Letter/References MS Word/Excel Classes Job Leads/Job Search Assistance Wellness Support			



March 2020 CLASS SCHEDULE
CWP Class & Workshop Schedule
 Southeast Portland DHS Office 8129 SE Malden Street- Portland, OR 97206
www.communityworksnw.org

- **Resume Assistance** = Assistance with creating new or updating old resume. **Mon-Fri**
- **Cover Letter/List of References Assistance** = Assistance with creating new or updating old cover letters and creating List of References. **Mon-Fri**
- **Word/Excel Classes** = Workshop style learning on MS Word/Excel **Mon, Wed & Fri**
- **Overcoming Background Barriers (OBB)**= This workshop focuses on addressing barriers to employment, record expungement or sealing process, and learn how to write a disclosure letter. **Mon & Fri**
- **Life Skills**= Inspiring Life Skills workshops to learn ways to effectively balance personal life and work. **Mon, Tues & Fri**
- **Wellness Support**= Supports participants who have medical or behavioral health issues by developing a health care plan and being an advocate by accompanying participants to their healthcare appointments and helping with communication with the healthcare providers. **Mon-Thurs**
- **VT Info. Session** = Explore the possibility of attending a short term vocational training while still receiving your TANF grant. **Tues-Thurs**
- **Job Leads and Job Search Assistance** = Job Search assistance and direct access to employers who are hiring. **Tues & Thurs**
- **ABE/ESL Basic English** = Classroom style learning with Instructor and one on one assistance. **By Appointment Only-Fri**
- **Hot Jobs Club** = Focused job search tailored to participants needs

