

Workshop & Event Calendar March 2024






All workshops & events are in-person at WorkSource Oregon Lane, unless otherwise indicated.

Where: 2510 Oakmont Way, in Eugene **Hours:** Monday - Friday, 8:30 AM - 4:30 PM

Key:  **Please pre-register** at www2.myworksourceportfolio.org. If you need help registering, please call 541-686-7601, or email ichswm@lanecountyor.gov.



Florence Session: Session is in person at Lane Community College, 3149 Oak Street in Florence.

Monday	Tuesday	Wednesday	Thursday	Friday
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4	5 Computer Skills Lab: Learn the Basics 9:00 AM – 10:30 AM 	6	7 Computer Skills Lab: Document Management 9:00 AM – 10:30 AM 	8 National Career Readiness Certificate (NCRC) 9:00AM – 1:00PM 
11	12 Career Exploration 9:00 AM – 10:30 AM 	13 Networking Basics & LinkedIn 11:00 AM – 12:30 PM  National Career Readiness Certificate (NCRC) 12:30PM – 4:30PM 	14 Resume Workshop 10:00 AM – 11:30 AM 	15
18	19	20 Interview Skills 9:00 AM – 10:30 AM 	21 Successful Applications with Lane County 10:00 AM – 11:00 PM	22 National Career Readiness Certificate (NCRC) 9:00AM – 1:00PM 
25	26 Resume Lab 10:00 AM – 12:00 PM	27 National Career Readiness Certificate (NCRC) 12:30PM – 4:30PM 	28 Florence National Career Readiness Certificate (NCRC) 10:00 AM – 1:00PM  	29

Workshop Descriptions:



Career Exploration: Explore ways to identify your skills and interests while researching possible career choices. You'll have access to assessments based on preference and gained experiences. We will also review the labor market and discover jobs in local industries. ⚠ Requires pre-registration.



Computer Skills Lab: Learn the Basics: Learn about computer basics such as powering on/off, using a web browser, using email, and more! Staff will be present to help guide you. ⚠ Requires pre-registration.



Computer Skills Lab: Document Management: Learn the ins and outs of using documents; from how to upload, download and attach documents, to saving them in an external drive, and more! Staff will be present to help guide you. ⚠ Requires pre-registration.



Interview Skills: Learn tips for before, during, and after a job interview! We've got you covered with strategies for making a good impression, answering common interview questions, using virtual interviewing to your advantage, and overcoming interview nerves. ⚠ Requires pre-registration.



Networking Basics & LinkedIn: Learn how to concisely articulate who you are and the skills you offer. Practice connecting with people you don't know. Hear about online and in-person networking opportunities and how to use LinkedIn to expand your network. ⚠ Requires pre-registration.



Resume Workshop: Get your resume together, get the interviews, and get the job! We'll go through resume information and then begin the process of starting/updating a resume in real-time with the help of a Career Advisor. ⚠ Requires pre-registration.



Resume Lab: Join this hands-on resume lab to update and improve an existing resume or create a new one from a recommended template. Career Advisors will illustrate resume formats and offer content and layout pointers as well as guidance for how to best save, name, and access drafts. Please bring a resume to work on if you have one and/or your work history information.



Successful Applications with Lane County: Meet with a Lane County Recruiter to gain insight into the application, interview, and selection process for open County positions! Check out current openings with the County at governmentjobs.com/careers/lanecountyor.

Testing



National Career Readiness Certificate Testing: Get the competitive edge, build confidence, and stand out by demonstrating the skills employers want through completing this three-part testing session. Upon earning a certificate, you will also receive a letter of recommendation from WorkSource Oregon Lane. ⚠ Please pre-register by calling 541-686-7985 or emailing lchswm@lanecountyor.gov.

FOR QUESTIONS, PLEASE CALL 541-686-7985 OR EMAIL LCHSWM@LANECOUNTYOR.GOV