



Workshop & Event Calendar May 2024

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

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

Key:  Please pre-register at www2.myworksourceportfolio.org. For assistance, 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
Questions? Please Call 541-686-7985 or Email ichswm@lanecountyor.gov		1	2	3 National Career Readiness Certificate (NCRC) 9:00AM – 1:00PM 
6	7 Computer Skills Lab: Learn the Basics 9:00AM – 10:30AM 	8 National Career Readiness Certificate (NCRC) 12:30PM – 4:30PM 	9 Computer Skills Lab: Document Management 9:00AM – 10:30 AM  Florence National Career Readiness Certificate (NCRC) 10:00AM – 1:00PM  	10
13	14 Resume Workshop 11:00 AM – 12:30 PM 	15 Career Exploration 11:00AM – 12:30PM 	16	17 National Career Readiness Certificate (NCRC) 9:00AM – 1:00PM 
20	21 Interview Workshop 11:00AM – 12:30PM  Event: North Eugene High School Career Fair (details on back page)	22 National Career Readiness Certificate (NCRC) 12:30PM – 4:30PM 	23 Event: Successful Applications with Lane County (details on back page) Florence National Career Readiness Certificate (NCRC) 10:00AM – 1:00PM  	24
27 Holiday Observed: Memorial Day WorkSource Offices Closed	28	29 Networking Basics & LinkedIn 11:00AM – 12:30PM 	30 Resume Lab 10:00AM – 12:00PM 	31 National Career Readiness Certificate (NCRC) 9:00AM – 1:00PM 

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. Please bring a resume to work on if you have one and/or your work history information. ⚠ Requires pre-registration

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

Event Info



North Eugene High School Career Fair: Job Seekers in the North Eugene Community are invited to talk with employers! Tuesday 5/21/2024, 6:00pm -8:00pm North Eugene High School, 250 Silver Ln in Eugene.



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! 5/23/2024, 10am, @WorkSource Lane 2510 Oakmont Way Eugene, OR. governmentjobs.com/careers/lanecountyor.