

# Workshop & Event Calendar October 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](http://www2.myworksourceportfolio.org). For assistance, please call 541-686-7601, or email [lchswm@lanecountyor.gov](mailto:lchswm@lanecountyor.gov).


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


Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b>	<b>2</b>	<b>3</b> Florence National Career Readiness Certificate (NCRC) 10am – 1pm ⚠️ 	<b>4</b> National Career Readiness Certificate (NCRC) 9am – 1pm ⚠️
<b>7</b>	<b>8</b> Computer Skills Lab: Learn the Basics 9am – 10:30am ⚠️	<b>9</b> National Career Readiness Certificate (NCRC) 12:30pm – 4:30pm ⚠️	<b>10</b> Event: Cintas – Meet the Employer (details on back page) Computer Skills Lab: Document Management 9am – 10:30am ⚠️ Interview Skills 1:30pm – 3:00pm ⚠️	<b>11</b>
<b>14</b>	<b>15</b> Resume Workshop 1pm – 3pm ⚠️	<b>16</b>	<b>17</b> Event: Successful Applications with Lane County (details on back page) Florence National Career Readiness Certificate (NCRC) 10am – 1pm ⚠️ 	<b>18</b> National Career Readiness Certificate (NCRC) 9am – 1pm ⚠️
<b>21</b>	<b>22</b> Event: Explore Lane Community College (details on back page)	<b>23</b> National Career Readiness Certificate (NCRC) 12:30pm – 4:30pm ⚠️	<b>24</b> Interview Skills 1:30pm – 3:00pm ⚠️	<b>25</b>
<b>28</b>	<b>29</b> Networking Basics & LinkedIn 11am – 12:30pm How to Apply to Scholarships & Financial Aid 2pm – 4pm	<b>30</b> Event: Bridge Lane Cottage Grove (details on back page)	<b>31</b>	

# Workshop Descriptions, Testing & Event Information

 **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. ⚠️ Pre-registration required.

 **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. ⚠️ Pre-registration required.

 **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. ⚠️ Pre-registration required.

 **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. ⚠️ Pre-registration required.

 **Resume Workshop:** Learn best practices for writing a resume with a Career Advisor. Bring your work history and/or a resume to update. If time permits, you will start or update your resume with staff assistance. Basic computer skills required. Staff are available by appointment for those needing help with computer skills in order to create a resume. ⚠️ Pre-registration required.

## 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](mailto:lchswm@lanecountyor.gov)

## Events

 **Cintas Meet the Employer:** Meet with a representative from Cintas to learn about the company, benefits, and current employment opportunities. **10/10/2024, 9am - 11am, @WorkSource Lane 2510 Oakmont Way Eugene, OR.**

 **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! **10/17/2024, 10am - 11am, @WorkSource Lane 2510 Oakmont Way Eugene, OR.**

 **Explore Lane Community College:** Join Lane admissions representatives to learn about LCC programs, getting started, financial aid, and more. Info session followed by Q&A. **10/22/2024, 8:30am - 11am, @WorkSource Lane 2510 Oakmont Way Eugene, OR.**

 **Bridge Lane Cottage Grove:** Free, fun event centered around community resources and employment. **10/30/2024, 3pm - 6pm @ Cottage Grove Armory 628 E Washington Ave Cottage Grove, OR**

\*\*\*FOR QUESTIONS, PLEASE CALL 541-686-7985 OR EMAIL [LCHSWM@LANECOUNTYOR.GOV](mailto:LCHSWM@LANECOUNTYOR.GOV)\*\*\*