

Workshop & Event Calendar December 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
2	3 Hiring Event: Oregon Exact Staff 10am-2pm	4 National Career Readiness Certificate (NCRC) 12:30pm – 4:30pm ⚠️	5	6 Interview Skills 11am-12:30pm ⚠️
9	10 Computer Skills Lab: Learn the Basics 9am – 10:30am ⚠️ Resume Workshop 1pm – 3pm ⚠️	11	12 Computer Skills Lab: Document Management 9am – 10:30am ⚠️ Florence National Career Readiness Certificate (NCRC) 10:00AM – 1:00PM 	13 National Career Readiness Certificate (NCRC) 9am – 1pm ⚠️
16	17 Career Exploration 10:00am – 12:00pm Event: Interview Skills with Transponder! 1pm-3pm	18 National Career Readiness Certificate (NCRC) 12:30pm – 4:30pm ⚠️	19 Event: Successful Applications with Lane County 10am-11am	20
23	24	25 Holiday Observed: Christmas Day WorkSource Offices Closed	26	27
30	31	Questions? Please Call 541-686-7601 or Email ichswm@lanecountyor.gov		


In-Person 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. ⚠️ Pre-registration required.
-  **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.
-  **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.

Online Workshop Opportunities

-  **LinkedIn Learning:** Oregon residents with an iMatchSkills account can access thousands of high-quality courses for free through WorkSource Oregon Lane! Explore over 16,000 courses in business, technology, and creativity, covering topics like interview preparation, resume optimization, and personal branding. With content in 13 languages and subtitles in 20+ languages, LinkedIn Learning can help you build skills and boost your career. **Interested? Contact us to get your LinkedIn Learning license today!**

National Career Readiness Certificate (NCRC) 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

Events

-  **Oregon Exact Staff Hiring Event:** You are invited to a hiring event! Join us to meet with a representative from Oregon Exact Staff and apply for a Warehouse Order Picker or a Box Truck Delivery position! Interviews conducted onsite. **12/3/2024, 10am - 2pm, @WorkSource Lane 2510 Oakmont Way Eugene, OR.**
-  **Interview Skills with TransPonder!:** Learn practical tips for every stage of a job interview—before, during, and after! This workshop will cover strategies for making a great impression, answering common interview questions, succeeding in virtual interviews, and managing interview nerves. This event is cohosted with TransPonder, a nonprofit that provides resources and support for the transgender and gender-diverse community, in a welcoming and inclusive environment. **12/17/2024, 1pm-3pm, @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! **12/19/2024, 10am, @WorkSource Lane 2510 Oakmont Way Eugene, OR.**