

# Workshop & Event Calendar February 2025

**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 [ichswm@lanecountyor.gov](mailto:ichswm@lanecountyor.gov).

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

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>	<b>4</b> <b>Interview Skills</b> 10am-12pm ⚠️	<b>5</b>	<b>6</b>	<b>7</b>
<b>10</b>	<b>11</b> <b>Computer Skills Lab: Learn the Basics</b> 9am – 10:30am ⚠️  <b>Event: Bridge Lane Junction City</b> 3pm-6pm	<b>12</b> <b>National Career Readiness Certificate (NCRC)</b> 12:30pm – 4:30pm ⚠️	<b>13</b> <b>Computer Skills Lab: Document Management</b> 9am – 10:30am ⚠️  <b>Florence National Career Readiness Certificate (NCRC)</b> 10am – 1pm ⚠️  <b>Interview Skills</b> 1:30pm – 3pm ⚠️	<b>14</b>
<b>17</b> <b>Holiday Observed: President's Day</b> WorkSource Offices Closed	<b>18</b> <b>How to Apply to Scholarships &amp; Financial Aid</b> 2pm – 4pm ⚠️	<b>19</b>	<b>20</b> <b>Resume Workshop</b> 1pm – 3pm ⚠️  <b>Event: Successful Applications with Lane County</b> 10am – 11am	<b>21</b> <b>National Career Readiness Certificate (NCRC)</b> 9am - 1pm ⚠️
<b>24</b>	<b>25</b> <b>Networking Basics &amp; LinkedIn</b> 1pm – 2:30pm ⚠️	<b>26</b> <b>National Career Readiness Certificate (NCRC)</b> 12:30pm – 4:30pm ⚠️	<b>27</b> <b>Florence National Career Readiness Certificate (NCRC)</b> 10am – 1pm ⚠️  <b>Interview Skills</b> 1:30pm – 3pm ⚠️	<b>28</b>

## In-Person Workshops



**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.



**How to Apply to Scholarships & Financial Aid:** Learn how to identify and apply for scholarships that support your career training. Gain insights on effective strategies to find scholarships and complete applications successfully. ⚠️ 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.

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

## Events



**Bridge Lane Junction City:** Free, fun event centered around community resources and employment. **2/11/2025, 3pm - 6pm @ Junction City Local Aid 210 E 6th Ave Junction City, 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! **2/12/2025, 10am-11am, @WorkSource Lane 2510 Oakmont Way Eugene, OR.**