

ALL WORKSHOPS ARE IN-PERSON AT WORKSOURCE OREGON LANE, UNLESS OTHERWISE INDICATED. PLEASE PRE-REGISTER AT [WWW2.MYWORKSOURCEPORTFOLIO.ORG](http://WWW2.MYWORKSOURCEPORTFOLIO.ORG). FOR ASSISTANCE, CALL 541-686-7601.

**TUES  
NOV 4.**

**9:00AM – 10:30AM, WorkSource Lane, 1<sup>st</sup> Floor, Detroit Room**  
**COMPUTER SKILLS LAB: LEARN THE BASICS**

If you're new to computers or just want to update your skills, you've come to the right place. Learn about computer basics such as powering on/or, using a web browser, using email, and more! Staff will be present to help guide you.

**THURS  
NOV 6.**

**9:00AM – 10:30AM, WorkSource Lane, 1<sup>st</sup> Floor, Detroit Room**  
**COMPUTER SKILLS LAB: DOCUMENT MANAGEMENT**

Learn the ins and out 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.

**TUES  
NOV 18.**

**2:00PM – 3:00PM, WorkSource Lane, 2<sup>nd</sup> Floor, Siuslaw Room**  
**ADAPTABILITY: OPEN TO CHANGE**

Learn to find ways to recognize change, adapt to new circumstances, and learn from mistakes.

**THURS  
NOV 20.**

**2:00PM – 3:00PM, WorkSource Lane, 2<sup>nd</sup> Floor, Siuslaw Room**  
**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.

**THURS  
NOV 20.**

**10:00AM – 11:00AM, WorkSource Lane, 1<sup>st</sup> Floor, Detroit Room**  
**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!

**NO REGISTRATION NEEDED!**