

# July 2009

Summer Hours:  
M-Th: 8:30 am - 5:00 pm  
Friday: Closed



**Lane Community College**

Workshops and Seminars at:  
**The Workforce Network**  
Lane Community College Main Campus  
Bldg. 19, Room 265 (Parking lot E)  
4000 E. 30th, Eugene, OR 97405  
(541) 463-5223

Monday	Tuesday	Wednesday	Thursday	Friday
<p>If "*" Please call 541.463.5223 to sign up - limited space</p> <p>~~~~~</p> <p>See back of calendar for descriptions</p>		1	2	3
			<p>*Basic Computer for the Workplace week 2 (See back for more information) 9am - noon Rm 261 - or - 1:30pm - 4:30pm Rm 261</p>	<p><b>Holiday Closed</b></p>
6	7	8	9	10
<p><b>Job Finders Club</b> 10 - 11:30am Rm 260</p> <p><b>Job Trends for the Future</b> 11:30am - 12:30pm Rm 260</p> <p><b>Discover &amp; Market Your Skills</b> 1 - 3pm Rm 260</p>	<p>*Basic Computer for the Workplace week 3 (See back for more information) 9am - noon Rm 261 - or - 1:30pm - 4:30pm Rm 261</p> <p><b>Manage Stress in Job Search</b> 9 - 11am Room 260</p>	<p><b>Create A Winning Resume class</b> - 9am - noon Rm 260 <b>lab</b> - 1 - 4pm Room 260</p>	<p>*Basic Computer for the Workplace week 3 (See back for more information) 9am - noon Rm 261 - or - 1:30pm - 4:30pm Rm 261</p> <p><b>Applications for Today's Job Market</b> 10am - noon Rm 260</p>	<p><b>Summer hours Closed</b></p>
13	14	15	16	17
<p><b>Career &amp; Training Exploration</b> 1 - 3pm Rm 260</p>	<p><b>Effective Communications</b> 9 - 11am Room 260</p>	<p><b>What To Say In An Interview</b> 9am - 4pm Rm 260</p>	<p><b>Job Search Strategies</b> 10am - noon Rm 260</p>	<p><b>Summer hours Closed</b></p>
20	21	22	23	24
<p><b>Job Finders Club</b> 10-11:30am Rm 260</p> <p><b>Job Trends for the Future</b> 11:30am - 12:30pm Rm 260</p> <p><b>Disability Navigator Career and Resource Mapping</b> 1-4pm Rm 260</p>	<p>*Basic Computer for the Workplace week 1 (See back for more information) 9am - noon Rm 261 - or - 1:30pm - 4:30pm Rm 261</p> <p><b>Overcome Age Bias</b> 9 - 11am Room 260</p>	<p><b>Create A Winning Resume class</b> - 9am - noon Rm 260 <b>lab</b> - 1 - 4pm Rm 260</p>	<p>*Basic Computer for the Workplace week 1 (See back for more information) 9am - noon Rm 261 - or - 1:30pm - 4:30pm Rm 261</p>	<p><b>Summer hours Closed</b></p>
27	28	29	30	31
<p><b>Job Finders Club</b> 10-11:30am Rm 260</p> <p><b>Career &amp; Training Exploration</b> 1 - 3pm Rm 260</p>	<p>*Basic Computer for the Workplace week 2 (See back for more information) 9am - noon Rm 261 - or - 1:30pm - 4:30pm Rm 261</p> <p><b>Networking for Job Opportunities</b> 9 - 11am Room 260</p>	<p><b>What To Say In An Interview</b> 9am - 4pm Rm 260</p>	<p>*Basic Computer for the Workplace week 2 (See back for more information) 9am - noon Rm 261 - or - 1:30pm - 4:30pm Rm 261</p>	<p><b>Summer hours Closed</b></p>

## Seminars conducted at The Workforce Network at Lane Community College

**Applications for Today's Job Market** - Learn how to express yourself effectively in an application. Avoid common mistakes and problem issues. Learn how to complete supplemental materials.

**Basic Computer for the Workplace 3 weeks** - Are you in the dark about how to easily navigate your way through a computer? Is a computer confusing to you? Come to this 6 day class and learn how to work with a computer, create and save files, even find them when lost. Your knowledge will increase, you will gain confidence, and you will become more comfortable with the world of computing. **Class size limited to first 20; 541.463.5223 to reserve a space**

**Career & Training Exploration** - If you are considering training as an option, this class will help you create a plan to attain your career goals. In this workshop, you will learn how to develop a career plan, which includes identifying the financial resources that will support your success.

**Create A Winning Resume (class)** - Learn to identify key elements that help you create a resume that looks professional and best represents you.

**Create A Winning Resume (lab)** - Use computer resources to create a resume that looks professional. Covers iMatch Skills, OLMIS and WinWay Resume Writer.

**Disability Navigator Career and Resource Mapping**—Do you have a disability that's a barrier to employment? This class will open the doors to a variety of resources and opportunities that can help you.

**Discover & Market Your Skills Workshop** - Discover and market your skills with interactive communication and assessment exercises. The outcome of this workshop is the groundwork to enhance your applications, resumes, interviews and job search strategies.

**Effective Communications** - Explores the number one thing employers are looking for in employees--good communications skills. Provides various ways to improve interpersonal communications at work.

**Experience Works** —Learn, earn and put your experience to work. If you are **55 and older** with a limited income, we may have the training and employment opportunities that are just right for you. Visit website [www.experienceworks.org](http://www.experienceworks.org) or call 541-687-7302

**Job Finders Club** - Job Finders Club is an opportunity for job seekers to peruse current job postings, network with other job seekers, relate their different experiences, share job leads, discuss barriers, and other important job search issues.

**Job Search Strategies**—Is an overview of everything you need to know about job search. Other topics discussed include: developing a strategy to identify and contact employers, goal setting, time management and organization, informational interviewing and portfolio development. Learn to effectively market yourself using a job application.

**Job Trends for the Future** - Recession-proof your career. Find out which occupations and industries are the largest, fastest growing, best paying, and most rewarding.

**Manage Stress in Job Search** - Examines the origins and nature of stress in our lives/at work and provides ways to deal with it positively to be happier and more productive at work.

**Networking for Job Opportunities** - Explores the hidden job market and how to find work opportunities through networking. Methods of action are presented and illustrated.

**Overcome Age Bias** - Examines the nature of age bias in the workplace and how to overcome it in a hiring situation. Specific strategies are discussed and practiced.-

**Salary and Raise Negotiations** - Identifies ways to learn about salary and wages during the job search process and then negotiate the best offer, as well as strategies for getting a raise once you're employed.

**Super Size Your Skills** - Explains different methods of selling your skills to a prospective employer. Emphasis is given to "super sizing" as a way of convincing others of what you can do and increase your chances of getting hired.

**What To Say In A Interview** - Be more confident in your interviewing skills. Spend a day learning how to practice and prepare for that next important job interview. Become familiar with typical interview questions and learn how to answer them effectively.

