

TECHNOLOGY

■ Computer Basics

(2 hours) This workshop provides basic hands-on computing to those with little or no familiarity with personal computers. Begin using and identifying common computer terminology such as a mouse, hard drive, monitor, keyboard, opening and running programs, and learning how to create and save files. If you want to start from scratch, this will be a slow and easy beginning.

■ Microsoft Word 1

(2 hours) Learn the basics of word processing using Microsoft Word. Upon completing this workshop you will be able to:

- Know basic mouse and keyboard functions.
- Open, edit, print and close documents.
- Highlight, insert and delete text and quickly scroll through a document.
- Use menus and toolbars to accomplish basic tasks such as: changing fonts, bolding, centering, italicizing, and undoing changes.
- Apply basic formatting styles to a document.

■ Microsoft Word 2

(2 hours) Do you need to create a letter in Microsoft Word but have never worked with the program before? Let's get started! In this workshop you will learn to create a basic document and edit it. This workshop will give you the basics in the following areas:

- Use menus and toolbars to change margins and undo changes.
- Change line spacing, indent paragraphs and apply basic styles to a document.
- Use of basic formatting to align text, change font, bold and italicize.
- Save and print a finished document.
- Practice time for hands on experience.
- A quick reference sheet you can have to take with you.

■ Keyboarding 101

(90 minutes) Learning to use a computer keyboard is now considered a basic skill necessary for everyone entering today's job market. Learn why it is important to

know the proper technique of keyboarding. In this workshop we will look at ways you can understand and begin to learn about keyboarding. A great beginner activity.

■ Successful Online Career Exploration

(2 hours) Don't spend hours trying to figure out where to search for answers on what careers are out there in today's labor market. Use the internet and www.IndianaCareerConnection.com (ICC) to help you learn and explore careers, educational and salary requirements and much more. This is a great workshop to find direction and movement toward making a realistic career goal.

■ Microsoft Excel I

(2 hours) If you've ever wanted to learn a program that will help you to organize data, this beginning Excel workshop will teach you to create a spreadsheet, enter and edit text and numbers, insert and delete columns and rows and format the spreadsheet.

■ Microsoft Excel II

(2 hours) Microsoft Excel 2 is great for working with numbers and math. In this course you'll learn how to add, subtract, multiply and divide by typing formulas into Excel and use cell references and functions.

■ Microsoft PowerPoint

(2 hours) In today's world we are often asked to speak to groups of people. By learning and using Microsoft PowerPoint, you will have a wonderful tool that will enhance your presentations. This workshop will teach you the basics of how to create a slideshow. You'll learn how to create slides and insert text, graphics, sound and animation.

■ Intro to eLearning

(2 hours) WorkOne is committed to providing you with valuable training and is excited to announce the availability of free MindLeaders Personal Learning Service and eLearning courses. Learn how to access these state-of-the-art, internet-based course from the convenience of your home or office, available 24 hours a day.

■ KeyTrain® Skill Practice

(1-3 hours) Ready to apply to the employer of your dreams? Need to know if your reading,

math, and other essential skills are up to par? KeyTrain® is a comprehensive, easy to use system that will help you to identify and build your skills when additional skills are necessary. It is recommended as good practice for WorkKeys® job skills assessment preparation.

■ WorkKeys® Assessments

Hundreds of thousands of WorkKeys® assessments are administered each year to help individuals assess their current skill levels and to determine how improving their skills can lead to better-paying jobs. Students, businesses, and organizations use the WorkKeys tests to improve skill levels and strengthen communication, problem-solving, and interpersonal skills.

WORK READINESS

■ Resume Workshop

(3 hours) Don't have a resume? Not sure what a resume is? Need an old resume updated? What resume format is best for me? In this workshop, you will begin constructing and complete a resume. You will learn how to best present your skills. Workshop registrants should have a good sense of their skills prior to enrolling in this activity. A copy of your completed resume will be available for you at the completion of the workshop.

■ Interviewing

(2 hours) Learn why the first impression you make with a potential employer is the most important one. You'll want that first impression to be not just a good one, but a great one. Learn interview attire tips and what to bring, and what not to bring, with you to the job interview.

Interviewing has changed so much in the past few years. Learn all the new techniques used by employers and how to answer the toughest of questions with ease. A must attend activity that will pay big dividends. Everyone searching for work should make this the number one activity to attend.

■ Showcasing Your Skills

(90 minutes) Did you know that everyone has a minimum of 700 skills? It's important to know how to identify and sell your skills to your future employer. Learn about your skills and how they are transferable to many other occupations that are in demand. A workshop for today's job seeker.

■ Winning Applications

(90 minutes) Would you like to be sure an employer sees your application? Do you want your application to stand out as a winner among all other applications? Learn tips that successful job getters use to succeed.

■ Landing a Job After Age 40

(90 minutes) So, you're over 40. As a seasoned worker you bring so much to the workplace. Learn what you're worth and how to dispel all the myths. Learn about all the choices you have and how to network your way to a great job. You don't want to miss this great opportunity to get you back into the driver's seat.

■ Work Ethics

(90 minutes) Explore what employers are saying they are looking for in building their workforce. This workshop will instruct you in ways to get and keep a job. A life changing workshop that you won't want to miss.

■ Job Club - Support Group

(2 hours) Looking for a job is a job. Join a structured network of others looking for a job, too! Gain support and encouragement while sharing tips and information. A great opportunity to receive peer input and share techniques that work. Join a job club today and work to achieve your goal!

■ Budgeting 101

(90 minutes) Gain knowledge of how to begin a budget. See it work and how it can change things in your life for the better. Explore credit card issues and how to setup and maintain a checking account.

■ Self Awareness

(90 minutes) You need self-esteem, but it doesn't always come naturally. You can't touch it, but it affects how you feel. You can't see it, but it's there when you look at yourself in the mirror. You can't hear it, but it's there every time you talk about yourself. In this workshop there will be an on-line assessment completed and discussions on how your self esteem is affected by the changes and challenges in today's job market

■ ABE/GED Classes

Adult Basic Education/General Education Development. This program provides free classes, day and evening, for adults who need any of the following services: basic math, language, or reading

review; preparation for the GED examination; academic skills brush-up for entering a post-secondary program; or preparation for employment or job advancement.

■ Job Search Tips for the Ex-Offender

(3 hours) Let's face it, we all make mistakes... some more serious than others. For people whose mistakes include criminal convictions, the task of finding and starting a new career can be an intimidating one. Many ex-offenders believe their past will limit their ability to enjoy a successful career and as a result, let their mistakes deter them from reaching their full potential. However, with a little planning, you can find a great job despite your past mistakes. This workshop has tips for ex-offenders for finding a rewarding and fulfilling career.

■ Who Moved My Cheese?

(90 minutes) Flexibility is a trait that employers value and change is the only thing that is really guaranteed. This workshop offers practical ways to deal with ongoing change in your work and personal life.

■ Workshop Mini Series

(4 hours) Breeze through many of the free WorkOne workshops offered in a mini version to gain insight and practice. Topics will include: Role Playing, Telephone Techniques, Interviewing, Resume, Job Applications, Developing Job Leads, Skill Identification, Job Search Process, Job Market, Goal Setting, Motivation and Self Esteem. A day you won't want to miss!

■ Employment Strategies

(90 minutes) An overview and discussion on the facts of employment issues:

- Gaining initial employment - getting that first job.
- Maintaining employment - keeping your job.
- Obtaining new employment - getting a different/better job.

In simple terms, employability is about being capable of getting and keeping a job you like for a long time. Employability is knowing how to job search, interview and get a job in the job market available.

■ Time Management

(90 minutes) Time CAN be on your side with Time Management skills! Discover essential tools

needed to map out your goals, maximize your effectiveness, and win control of your time and your life.

- Learn to effectively manage your time.
- What are the secrets to time management?
- Organizing and scheduling your time.
- Motivation and self discipline.
- Learn how to prioritize.
- What are time stealers?
- Why do we procrastinate?
- Get more out of your days.

■ Surviving a Layoff

(90 minutes) When we lose our job due to closure or downsizing, it takes time to heal. In this workshop, learn about:

- Demand occupations and their wage scales.
- Secrets of getting the job you want.
- Six ways to get a job interview.
- Tips for starting over.

■ Overview - www.IndianaCareerConnect.com

(90 minutes) Indiana Career Connect (ICC) is the State of Indiana's NO CHARGE service to benefit individuals and employers. ICC is the most comprehensive source of Indiana job openings to assist you in finding the best match for your skills and experience. In this workshop, learn:

- How to use research tools,
- Conduct a job search and post your resume for employers to see.
- How do employers find job seekers in Indiana Career Connect?
- How do I job search?
- Begin identifying your skills.
- Job Skills, Personal Skills, Workplace Skills, Interest and Work Value Assessments are also available to determine occupational matching and more.

■ Green Jobs

Green is the most recent of new career developments with opportunities becoming available throughout the region. Explore and learn about the environmental type jobs and careers that are in demand today. This workshop explores these jobs, the educational requirements and how to get started