

WorkOne

Eastern Indiana Economic Growth Region 6 Workshop Learning Activities

TECHNOLOGY

Intro to Computers (2 hours)	<i>Believe it or not, there are many people out there that know little or very little about computers. This workshop will help one to begin identifying common computer terminology such as mouse, hard drive, monitor, keyboard, opening and running programs, and learning how to create and save files. If you want to start at scratch this will be a slow and easy beginning that will get you started.</i>
Intro to Microsoft Word 1 (2 hours)	<i>Let's learn the basics of word processing using Microsoft Word! Upon completing this workshop you will be able to:</i> <ul style="list-style-type: none">▪ <i>Know basic mouse and keyboard functions.</i>▪ <i>Open, edit, print and close documents.</i>▪ <i>Highlight, insert and delete text and quickly scroll through a document.</i>▪ <i>Use menus and toolbars to accomplish basic tasks such as: changing fonts, bolding, centering, italicizing, and undoing changes.</i>▪ <i>Apply basic formatting styles to a document.</i>
Intro to Microsoft Word 2 (2 hours)	<i>Do you need to create a letter in Word but have never worked on it before? Well 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:</i> <ul style="list-style-type: none">▪ <i>Use menus and toolbars to change margins and undo changes.</i>▪ <i>Change line spacing, indent paragraphs and apply basic styles to document.</i>▪ <i>Use of basic formatting to align text, change font, bold and italicize.</i>▪ <i>Save and print a finished document.</i>▪ <i>Practice time for hands on experience.</i>▪ <i>A quick reference sheet you can have to take with you.</i>
Intro to Microsoft Word 3 (2 hours)	<i>Ok, so you know the bare bones of Word but you want to know more, right? This workshop will cover some key areas that are a must to know, including:</i> <ul style="list-style-type: none">▪ <i>Copy/cut and paste, use of quick keys and spell/grammar check.</i>▪ <i>Drag and drop text, show hide/button and its uses.</i>▪ <i>More in-depth coverage of menus and toolbar functions.</i>▪ <i>Using the ruler to set margins, indent and set tabs.</i>▪ <i>Selection methods: mouse and keyboard.</i>▪ <i>Advanced formatting techniques including bulleting and numbering.</i>▪ <i>Clip art basics: how to insert a picture in a document and "size" it.</i>

E-Mail Account for Free (90 minutes)	<i>I thought I had to have a computer to get an email account. Learn how to establish an email account that will help you to reach out to potential employers. By attending this class you will be able to leave having a free e-mail account and know how to use it.</i>
Key Boarding 101 (90 minutes)	<i>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 training we will look at ways you can understand and begin to learn about keyboarding. A great beginner activity.</i>
Building My Self Esteem (90 minutes)	<i>In this workshop ones will begin identifying the different personality traits they possess. Additionally there will be some on-line assessments completed and discussions on identifying what self esteem is and how one can begin improving individual self esteem through small bite size steps. A great picker upper.</i>
Successful Career Exploration (90 minutes)	<i>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 to help you learn and explore careers, educational and salary requirements and much more. Great workshop to find direction and movement toward making a realistic career goal.</i>
Intro to Basic Excel (2 hours)	<i>If you've ever wanted to learn a program that will help you to organize data this beginning excel workshop will get you off to a good start. You will begin to learn how to create a spreadsheet and also learn how to apply mathematical calculations to your documents. If you are thinking of making a career where organizing and displaying numerical information you won't want to miss this opportunity.</i>
Intro to Basic Power Point (2 hours)	<i>In today's world we are often asked to speak to groups of people. By learning and using Power Point you will have a wonderful tool that will enhance your presentations. By learning the basics of this program you will be able to present with pizzazz.</i>
Job Searching on the Web (90 minutes)	<i>Know how to apply for jobs on-line? This workshop will teach you how to search for jobs on-line and post your resume once a lead has been identified. If you're unsure of all the ins and outs of this come join us so you can broaden your search while having fun and fellowship at the same time.</i>
Key Train Skill Practice (1-3 hours)	<i>Would you like to know if your reading, math, and other essential skills are up to par for when you are ready to apply to the employer of your dreams? Key Train 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 WorkKey Test preparation. Visit any WorkOne facility in Eastern Indiana and sign up to begin this important activity.</i>

WorkOne

Eastern Indiana Economic Growth Region 6 Workshop Learning Activities

WORK READINESS

Resume Start to Finish (3 hours)	<i>Don't have a resume? Not sure what a resume is? Need and 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 that will showcase them best. Workshop registrants should have a good sense of their skills prior to enrolling in this activity. Hard copies of your completed resume will be available for you at the completion of the workshop.</i>
Cover Letters/Thank You Notes (60 minutes)	<i>Having a cover letter allows the opportunity to further showcase your skills in a professional way. It is always a good idea to send a cover letter when you submit a resume. During this activity you will learn to write a basic cover letter that can be edited to meet your needs. When all things appear to be equal with the interviewer, a sincere "Thank You" note can be the deciding factor that puts you "into first place". During this activity you will learn how to write a note that if used properly will help get you in the door and into the job you want.</i>
Job Search Tips (60 minutes)	<i>Learn how to research employers you intend to approach. Learn what networking is all about. Ever wonder what the top two ways to find and secure employment? Wonder what the real key is to job search success. Why there are so many Temp agencies out there and how are they parts of my job search? Learn about the top six reasons people don't get jobs and the top six reasons people get hired. Make this a must activity for you to choose in broadening your job search skills.</i>
Interviewing – The Real Thing (2 hours)	<i>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. How about what to bring and 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.</i>

<p>Show Casing Your Skills (90 minutes)</p>	<p><i>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 must for today's job seeker.</i></p>
<p>Winning Applications (90 minutes)</p>	<p><i>Would you like to be sure an employer sees your application for work? Do you want your application to stand out as a winner among all other applications? Come and learn the tips job getters have used to succeed. You will also be given a copy of the WorkOne Job Seeker Handbook that you can carry with you when you're job searching.</i></p>
<p>Landing a Job After Age 40 (90 minutes)</p>	<p><i>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.</i></p>
<p>Workplace Do's and Don'ts (90 minutes)</p>	<p><i>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.</i></p>
<p>Talk the Talk (90 minutes)</p>	<p><i>Learn how to plan and reach out to more employers each day through calls that count in your job search. Learn phone tips, when to call employers, how often, how to reach the right person. Learn how to prepare a script that will get you past the gatekeepers. Some employers begin the interviewing process. Learn how to conduct a phone interview and more.</i></p>
<p>Job Club – Support Group (2 hours)</p>	<p>Job Club is a network and support system that helps carry job seekers through the job search process. Job Club brings people together for support and encouragement. A great opportunity to meet other job seekers and share common concerns and figuring out solutions. Join a club today.</p>