

Please Note:

Workshops marked with (**) are the only workshops that count towards your UI job search

ESSENTIAL WORKSHOPS

Admission is first-come, first served.

** Skills & Job Search Techniques

Monday, September 21 9:00 am – 12:00 pm

What are transferable skills? Am I ready for the job market? How to job search.

** Perfecting Applications

Tuesday, September 8 & 22 9:30 am – 11:30 am

Organize and communicate your skills and abilities in an effective application.

** Interviewing Techniques

Wednesday, September 9 & 23 1:30 pm – 4:30 pm

Learn valuable tips and be prepared for your next job interview.

** Effective Resumes & Cover Letters

Thursday, September 10 & 24 1:30 pm – 4:30 pm

Convey to an employer who you are, what you know & what you have to offer.

** Multicultural Employment & Resource Awareness

Mondays 10:00 am – 12:00 pm

(Presented in Russian, Ukrainian, and Moldavian/Romanian)

Information regarding employer expectations and job search for Job Seekers whose primary language is listed above.

Healthcare Signup

Tuesdays 8:00 am – 1:00 pm

Bring photo ID, Social Security card & most recent paycheck, if working.

** WorkSource General Orientation

Wednesdays 9:00 am – 12:00 pm

Orientation of the WorkSource Pierce system; re-employment, training/re-training, and career assessment resources.

** Managing Stress

Wednesdays 10:30 am – 12:00 pm

An opportunity to learn more about stress and its impact on each of us. Learn the basics on how to deal with stress in your life.

** Job Club

Wednesdays 1:00 – 3:00 pm

Eliminate barriers to employment by learning further job search, resume, interviewing, and placement skills.

** Basic Computer Classes

Fridays 8:30 am – 10:00 am

Basic computer class for those just beginning to use a computer. Please bring a small capacity USB Drive to copy your files.

NOTE SEPTEMBER HOLIDAY CLOSURE!!



Closed September 7th for Labor Day.



** Market Yourself!!

Tuesday, September 1st

9:00 am – 11:30 pm

Learn strategies important in effectively marketing your skills to employers. Build a Master Resume from which to apply for federal, state or corporate applications, and use marketing tools to broadcast your message.

** What's My Next Move??

Tuesday, September 1st

2:00 – 3:30 pm

Thinking of a new career but unsure how to start? In this hands-on lab, you will use online resources to find IN DEMAND careers that match your interests. Plan your path to a new career. Basic internet navigation skills required.

LinkedIn Workshops

****Part A: September 4th**

11:00 am – 12:30 pm

Have you heard of LinkedIn? LinkedIn is a business-related social networking site that can help you with your job search. This hands-on workshop covers the essential elements in creating a basic profile.

****Part B: September 11th**

11:00 am – 12:30 pm

Have you set up a LinkedIn profile? Expand your network, search for LinkedIn-advertised jobs, and company research. MUST have a LinkedIn account.

Open Lab: September 18th

11:00 am - 12:30 pm

Staff is available to assist with your LinkedIn profile, networking, etc. (NOTE: LinkedIn Open Lab will NOT count toward your job search.)

** Social Media & Job Search CANCELLED SEPTEMBER ONLY

** Work for the State of Washington

Tuesday, August 11th

1:00 – 2:30 pm

Learn to use the Careers.wa.gov website, target resumes, complete supplemental questionnaires to get noticed by state employers.

** Job Search with the Cloud NEW!

Monday, September 14th

2:00 – 3:30 pm

Join Pierce County Librarians for an interactive workshop in cloud computing. We will also explore many other free job search resources provided by the Pierce County Library. Limited to first 9 attendees.

** Mature Jobseekers NEW TIME THIS MONTH ONLY

Tuesday, September 15st

1:30 pm – 3:30 pm

Tips for job seekers who fear their age is a barrier to employment. Debunking myths of maturity, de-aging your resume and other age-related concerns.

** Jump Start Your Business!

Tuesday, September 22nd

10:00 am – 12:00 pm

For individuals looking into their own business. Topics include protecting personal assets, license requirements, financing and business planning.

Financial Aid (FAFSA) Application Session

Monday, September 28th

2:00 – 4:00 pm

Must have earned GED/HS diploma; basic keyboarding skills; if you filed taxes, bring: 2014 1040/1040A/1040EZ returns, or if under age 24, your parents tax info UNLESS you are married or a non-dependent parent.

SEPTEMBER 2015

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">Stay updated on latest news!</p> <p>Sign up for WorkSource Weekly emails at front desk or online at www.worksourceweekly.wordpress.com</p>	1	2	3	4
	<p>Healthcare Signup 8:00 am - 1:00 pm</p> <p>**Market Yourself!! 9:00 – 11:30 am</p> <p>**What's My Next Move? 2:00 pm – 3:30 pm (Limited to 9 attendees)</p>	<p>**WS General Orientation 9:00 am – 12:00 noon</p> <p>**Managing Stress 10:30 am – 12:00 pm</p> <p>**Job Club 1:00 – 3:00 pm</p>		<p>**Basic Computer Class 8:30 – 10:00 am</p> <p>**LinkedIn PART A 11:00am – 12:30 pm (Limited to 9 attendees)</p>
HOLIDAY	8	9	10	11
	<p>Healthcare Signup 8:00 am - 1:00 pm</p> <p>**Applications 9:30 – 11:30 am</p> <p>**Work for the State of Washington 1:00 - 2:30 pm</p>	<p>**WS General Orientation 9:00 am – 12:00 noon</p> <p>**Managing Stress 10:30 am – 12:00 pm</p> <p>**Job Club 1:00 – 3:00 pm</p> <p>**Interviewing Techniques 1:30 pm – 4:30 pm</p>	<p>**Resumes & Cover Letters 1:30 pm – 4:30 pm</p>	<p>**Basic Computer Class 8:30 – 10:00 am</p> <p>**LinkedIn PART B 11:00am – 12:30 pm (Limited to 9 attendees)</p>
14	15	16	17	18
<p>**Multicultural Resources (Russian, etc.) 10:00 am – 12:00 pm</p> <p>**Job Search with the Cloud NEW! 2:00– 3:30 pm (Limited to 9 attendees)</p>	<p>Healthcare Signup 8:00 am - 1:00 pm</p> <p>**Mature Jobseekers DIFFERENT TIME! 1:30 – 3:30 pm</p>	<p>**WS General Orientation 9:00 am – 12:00 noon</p> <p>**Managing Stress 10:30 am – 12:00 pm</p> <p>**Job Club 1:00 – 3:00 pm</p>		<p>**Basic Computer Class 8:30 – 10:00 am</p> <p>LinkedIn Open Lab 11:00am – 12:30 pm (Limited to 11 attendees)</p>
21	22	23	24	25
<p>**Skills & Job Search Techniques 9:00 am – 12:00 noon</p> <p>**Multicultural Resources (Russian, etc.) 10:00 am – 12:00 pm</p>	<p>Healthcare Signup 8:00 am - 1:00 pm</p> <p>**Applications 9:30 – 11:30 am</p> <p>**Jump Start Your Business! 10:00 am – 12:00 pm</p>	<p>**WS General Orientation 9:00 am – 12:00 noon</p> <p>**Managing Stress 10:30 am – 12:00 pm</p> <p>**Job Club 1:00 – 3:00 pm</p> <p>**Interviewing Techniques 1:30 pm – 4:30 pm</p>	<p>**Resumes & Cover Letters 1:30 pm – 4:30 pm</p>	<p>**Basic Computer Class 8:30 – 10:00 am</p>
28	29	30	<p align="center">**WorkSource on Wheels:</p> <p align="center">Partnership between WorkSource & the Pierce County Library System.</p> <p align="center">Registration for classes is recommended. Go to www.piercecountylibrary.org/calendar, and check under Events and Programs in the Find Events list.</p>	
<p>**Multicultural Resources (Russian, etc.) 10:00 am – 12:00 pm</p> <p>Financial Aid (FAFSA) Application Session 2:00 pm – 4:00 pm</p>	<p>Healthcare Signup 8:00 am - 1:00 pm</p>	<p>**WS General Orientation 9:00 am – 12:00 noon</p> <p>**Managing Stress 10:30 am – 12:00 pm</p> <p>**Job Club 1:00 – 3:00 pm</p>		

EQUAL OPPORTUNITY – EQUAL ACCESS

WorkForce Central and WorkSource Washington are equal opportunity employers and providers of employment and training services. Auxiliary aids and services are available upon request for individuals with disabilities. Language services for clients are provided free of charge. WA Relay Services: 1-800-833-6384