

August 2015 Calendar of Events

Monday	Tuesday	Wednesday	Thursday	Friday
3 UI Voucher 101 Workshop 9:30-10:30 Orientation 10:00-11:00 Basic Computer (Excel) 10:00-12:00 Interviewing 1:30-3:00	4 NO staff available. IN HOUSE TRAINING SELF SERVE ONLY 8:15-10:15 REA Orientation 10:15 Invitation only Training Interest Mtg 1:30 – 2:30	5 Jobs for Hoosiers 9 am & 11:30 am Invitation only Resume Basics 1:00 – 3:00	6 Jobs for Hoosiers 9 am Invitation only LinkedIn 1:00 – 4:00	7 TABE 9:00 - 1:00
10 UI Voucher 101 Workshop 930-10:30 Orientation 10:00-11:00 Interviewing 1:30-3:00 Lean Six Sigma 6pm -9pm	11 NO staff available. IN HOUSE TRAINING SELF SERVE ONLY 8:15-10:15 REA Orientation 10:15 Invitation only Training Interest Mtg 1:30 – 2:30 Lean Six Sigma 6pm -9pm	12 Jobs for Hoosiers 9 am & 11:30 am Invitation only Resume Basics 1:00 – 3:00 Lean Six Sigma 6pm -9pm	13 Jobs for Hoosiers 9 am Invitation only Lean Six Sigma 6pm -9pm	14 Job Seekers 8:30-11:30
17 UI Voucher 101 Workshop 9:30-10:30 Orientation 10:00-11:00 Basic Computer (PowerPoint) 10:00-12:00 Interviewing 1:30-3:00	18 NO staff available. IN HOUSE TRAINING SELF SERVE ONLY 8:15-10:15 REA Orientation 10:15 Invitation only Training Interest Mtg 1:30 – 2:30	19 Jobs for Hoosiers 9 am & 11:30 am Invitation only Resume Basics 1:00 – 3:00	20 Jobs for Hoosiers 9 am Invitation only WorkKeys® 11:30-4:30	21 TABE 9:00 - 1:00
24 UI Voucher 101 Workshop 9:30-10:30 Orientation 10:00-11:00 Interviewing 1:30-3:00	25 NO staff available. IN HOUSE TRAINING SELF SERVE ONLY 8:15-10:15 REA Orientation 10:15 Invitation only Training Interest Mtg 1:30 – 2:30	26 Jobs for Hoosiers 9 am & 11:30 am Invitation only Resume Basics 1:00 – 3:00	27 Jobs for Hoosiers 9 am Invitation only	28 Youth Career Day Career Coach Info Sessions 9:00 – 2:00
31 UI Voucher 101 Workshop 9:30-10:30 Orientation 10:00-11:00 Basic Computer (Word) 10:00-12:00 Interviewing 1:30-3:00	Seot 1 NO staff available. IN HOUSE TRAINING SELF SERVE ONLY 8:15-10:15 REA Orientation 10:15 Invitation only Training Interest Mtg 1:30 – 2:30	2 Jobs for Hoosiers 9 am & 11:30 am Invitation only Resume Basics 1:00 – 3:00	3 Jobs for Hoosiers 9 am Invitation only LinkedIn 1:00 – 4:00	4 Job Seekers 8:30-11:30

WorkOne

Staff can schedule you for any of the following:

- **Unemployment Voucher 101 Workshop:** Customers attending this will learn how to complete the U.I. voucher, read the Uplink home page and answer the most frequently asked questions
- **Orientation:** You will get the “big picture” job search overview and learn how to access all the services at WorkOne. Find out about e-learning through on-line sites. Learn about [IndianaCareerExplorer](#), [IndianaCareerConnect](#) and [INShape Indiana](#). Schedule other activities from the WorkOne calendar.
- **Training Interest Meeting :** Do you live in Hendricks or Morgan County and are interested in Training? You may be eligible, come join us and explore the possibilities. This workshop outlines the necessary process for possible training scholarships. Stay and speak with an Employment and Training, who can assess your eligibility.
- **Job Seekers:** A comprehensive session dedicated to effective strategies for job seekers including: **Job search** strategies that work! Effective **resume techniques** employers want to see. *Please bring a current resume.* A full day of job search information: Skills Identification - Interviews - Applications - Cover Letters -Resumes - and more!
- **Financial Clinic:** Learn how to make a budget, set up a checking account and manage limited money during your job search plus much more.
- **Resume Basics:** Need a resume, but aren't sure where to start, or Is your existing resume ailing? This workshop is for you!! Review the basic parts of a resume to start to create an effective marketing tool. . **Bring in your current resume** for individual critique on formatting and style if time allows.
- **Interviewing Techniques:** Getting interviews, but no offers? Improve your technique. Learn how to succeed in any situation.
- **Federal Resumes:** This workshop is to inform and assist persons with the USAJOBS website only. Learn how the Civilian Hiring Process differs from the Federal Hiring Process; How to navigate through USAJOBS and tips on writing a federal resume.
- **Computer Basics:** 3 class series – Intro to MS Word 2010; Intro to MS Excel 2010; Intro to MS PowerPoint 2010. You may take the workshop either individually in any order or as the 3 course series.
- **TABE:** Test of Adult Basic Education. This assessment will evaluate your basic skills and is a helpful tool in determining your success in a training program. **This is a required activity if interested in training.**

Reminder: Bring a picture ID with you when attending any scheduled workshop

- **HSE classes:** Talk to WorkOne staff about HSE classes – increase your math & reading skills - get your HSE. Adult Basic Education classes are held in multiple locations for both Hendricks and Morgan counties.
- **Technology Resources Available:** Public computers, faxes, scanners, printers and internet access for your job search activities.