


All activities are free of charge



Monday - Friday 8:30 am - 5:00 pm  
 Career Advisor Hours 9:00-11:30 & 1:30-4:00

[www.lanecc.edu/wdd](http://www.lanecc.edu/wdd)


Monday	Tuesday	Wednesday	Thursday	Friday
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<p><b>Interested in Employment as a CNA?</b>                  ~Certified Nursing Assistant~</p> <p>We may be able to help you with                  Training Costs, Books, State Board                  Exam Fees and Job Search Support.</p>  <p><a href="http://www.lanecc.edu/wdd/shortterm.html">www.lanecc.edu/wdd/shortterm.html</a></p>		<p>1  <b>Mapping Your Career -                  Computer Lab</b>                  9 - 11 am, Rm 261</p>	<p>2  <b>What To Say In An                  Interview</b>                  9 am - 12 pm, Rm 260</p> <p><b>Mapping Your Career</b>                  2 - 4 pm, Rm 260</p>	<p>3</p>
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<p>6  <b>Mapping Your Career -                  Computer Lab</b>                  9 - 11 am, Rm 261</p> <p><b>*Basic Computer for the                  Workplace - week 1</b>                  (See back )                  1:30 - 4:30 pm, Rm 261</p>	<p>7  <b>Job Search Basics -                  Researching Employers</b>                  9 - 11 am, Rm 260</p> <p><b>Brighter Futures Career &amp;                  Training Exploration</b>                  1 - 3 pm, Rm 260</p> <p><b>*Healthcare Professions                  Orientation - Day 1, (See back )</b>                  1:30 - 5 pm, Rm 263B</p>	<p>8  <b>Mapping Your Career -                  Computer Lab</b>                  9 - 11 am, Rm 261</p> <p><b>*Basic Computer for the                  Workplace - week 1</b>                  (See back )                  1:30 - 4:30 pm, Rm 261</p>	<p>9  <b>Create A Winning                  Resume</b> 9 am - 12 pm,                  Rm 260</p> <p><b>Mapping Your Career</b>                  2 - 4 pm, Rm 260</p> <p><b>*Healthcare Professions                  Orientation - Day 2 (See                  back )</b> 1:30 - 5 pm, Rm 263B</p>	<p>10</p>
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<p>13  <b>Mapping Your Career -                  Computer Lab</b>                  9 - 11 am, Rm 261</p> <p><b>*Basic Computer for the                  Workplace - week 2</b>                  (See back )                  1:30 - 4:30 pm, Rm 261</p>	<p>14  <b>Job Search Basics –                  Using Social Media Effectively</b>                  9 - 11 am, Rm 260</p> <p><b>Brighter Futures Career &amp;                  Training Exploration</b>                  1 - 3 pm, Rm 260</p>	<p>15  <b>Mapping Your Career -                  Computer Lab</b>                  9 - 11 am, Rm 261</p> <p><b>*Basic Computer for the                  Workplace - week 2</b>                  (See back )                  1:30 - 4:30 pm, Rm 261</p>	<p>16  <b>What To Say In An                  Interview</b>                  9 am - 12 pm, Rm 260</p> <p><b>Mapping Your Career</b>                  2 - 4 pm, Rm 260</p>	<p>17</p>
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<p>20  <b>CAMPUS CLOSED</b></p> <p><b>In observation of                  President’s Day</b></p>	<p>21  <b>Job Search Basics -                  Completing Job Applications                  Effectively</b>                  9 - 11 am, Rm 260</p> <p><b>*Healthcare Professions                  Orientation - Day 1, (See back )</b>                  9:00 - 12:30 pm, Rm 263B</p> <p><b>Networking for Job                  Opportunities</b>                  1 - 3 pm, Rm 260</p>	<p>22  <b>Mapping Your Career -                  Computer Lab</b>                  9 - 11 am, Rm 261</p> <p><b>*Basic Computer for the                  Workplace - week 3</b>                  (See back )                  1:30 - 4:30 pm, Rm 261</p>	<p>23  <b>Create A Winning                  Resume</b>                  9 am - 12 pm, Rm 260</p> <p><b>*Healthcare Professions                  Orientation - Day 2 (See                  back )</b> 9:00 - 12:30 pm, Rm                  263B</p> <p><b>Mapping Your Career</b>                  2 - 4 pm, Rm 260</p>	<p>24</p>
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<p>27  <b>Mapping Your Career -                  Computer Lab</b>                  9 - 11 am, Rm 261</p> <p><b>Overcoming Age Bias</b>                  2 pm - 4pm, Rm 260</p>	<p>28  <b>Job Search Basics -                  Building Confidence</b>                  9 - 11 am, Rm 260</p> <p><b>Brighter Futures                  Career &amp; Training                  Exploration</b>                  1 - 3 pm, Rm 260</p>	<p>29  <b>Mapping Your Career -                  Computer Lab</b>                  9 - 11 am, Rm 261</p>	<p><b>* = Limited Space:</b>  <b>Call to sign-up:</b>  <b>541-463-5223</b></p> <p>—A partner of</p> 	
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## Seminars conducted at WorkSource Lane at Lane Community College :

**Basic Computer for the Workplace—(3 weeks)** - Are you in the dark about how to easily navigate your way around 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 20; 541-463-5223 to reserve a space.

**Brighter Futures: Career & Training Exploration** - Are you unemployed? Interested in exploring career options? Do you want to improve your skills? Are you considering training? If so 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**—Learn to identify key elements that help you create a resume that looks professional and best represents you.

### **Fundamentals of Microsoft Excel 2010 Skills for the Workplace**

### **Fundamentals of Microsoft Word 2010 Skills for the Workplace**

Group instruction and practice in the use of Microsoft Word 2010 and Excel 2010, with a focus on writing and math enhancement and workplace applications. This class requires the ability to type on a keyboard at least 15 words per minute and basic computer skills. Call (541) 463-5223 to place your name on the waiting list.

**Healthcare Professions Orientation Class** - Come to a FREE 2 day class to learn more about the variety of careers in the healthcare industry. Participants will have the opportunity to experience hands-on activities in direct patient care, registration, and more. Call 541-463-5223 to reserve your space in the class.

**Job Search Basics** - Learn about important techniques and strategies you will need for a successful job search. Each week will cover a different topic related to finding employment in today's job market. Meet with other job seekers, and share job leads and information.

**Mapping Your Career – Computer Lab** - This workshop gives you the opportunity to use on-line career tools in the computer lab with instruction and assistance from staff. Become more proficient using internet resources. Develop a personal portfolio for saving and managing your results.

**Mapping Your Career** - This workshop takes your career research and decision-making to the next level. Access additional career development resources, and interpret and organize the information you gather into a clear and detailed career map. Special attention will be paid to planning timelines and budgets.

**Math and Locating Information Skills for the Workplace (Oakmont site only)** - Learn math skills needed by employers by enrolling in free on-line course. Improve WIN scores and prepare for the NCRC. Call 541-463-5223 to place your name on the waiting list.

**Networking For Job Opportunities** - Understand what networking is and why you should be good at it. Explore networking as it relates to the hidden job market and finding job opportunities. This workshop will introduce networking tools and planning strategies.

**National Career Readiness Certificate (NCRC) Testing** - Testing is available at the Lane Community College site Wednesdays and Thursdays. Please call 541-682-7200 to schedule your appointment.

**Overcoming Age Bias** - Examine age bias in today's work world—understand where it comes from, the role stereotyping plays, and learn ten ways to overcome it as a job seeker.

**What To Say In An 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.

*WorkSource Lane* is an Equal Opportunity/Affirmative Action employer. Auxiliary aids and services are available upon request.



**Lane  
Community  
College**  
Main Campus  
Building 19, Room  
265  
4000 E. 30<sup>th</sup> Avenue

