

## **BEND WORKFORCE CONNECTION** **COURSES OFFERED**

(These classes are scheduled at various times - please check your current calendar)

**JOBS ORIENTATION:** This orientation is for **DHS referrals only**. You will be given information about the requirements of the JOBS program and meet with a counselor.

**GROUP PLANNING:** A daily meeting of all **JOBS** clients. Includes discussion of planned activities for the day and follow up with job information and applications completed. A highly successful method of finding employment.

**INSIDER TIPS:** Employers from the community tell about their company, what opportunities can be found there, and what they look for when hiring. They will announce any current openings in their facility.

**INTERVIEWING -- the Secrets:** Information on how to properly prepare for and win in an interview. Feel confident with those hard-to-answer questions like “What are your weaknesses?”

**CAREER ASSESSMENT:** An accurate career assessment which includes your interests, values, and abilities. This comprehensive assessment will assist you in finding a direction for your job search. Testing is done one week, with the **results** the following week. **YOU MUST BE REFERRED FOR THIS TESTING BY AN EMPLOYMENT COUNSELOR.**

**RESUMES & APPLICATIONS:** This one-time comprehensive class will focus on the preparation of applications, resumes & cover letters. Learn how to target your job with a great resume that will get you noticed. Find out the “eliminators” in an application.

**O.L.M.I.S.:** Oregon Labor Market and Information System website. Great information to assist you in your job search. **Internet experience is required.**

**CAREER MAPPING:** Looking for a job or career that is right for you? Career mapping will help you identify an employment goal, skills and abilities to add to your resume, and define the next steps to make your goal a reality. Join us for this fun and engaging group workshop.

**LETTERS, LETTERS, LETTERS:** “How-to” on cover letters, acceptance letters, reference letters, resignation letters and more.