# Workshop & Event Calendar July 2023

Register for our workshops at [myworksourceportfolio.org](http://myworksourceportfolio.org) under MyWorkSource. If you need help registering, please call 541-686-7601, or email lchswm@lanecountyor.gov.

All workshops & events are in-person at WorkSource Oregon Lane, unless otherwise indicated.

Where: 2510 Oakmont Way, in Eugene  
Hours: Monday - Friday, 8:30 AM - 4:30 PM (closed for lunch 12:00 PM - 1:00 PM)

**Key:** 📚 **Library Workshop:** Workshop is in person at Fern Ridge Public Library, 88026 Territorial Road in Veneta.  
📚 **Florence Workshop:** Workshop is in person at Lane Community College, 3149 Oak Street in Florence.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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</tbody>
</table>
| Holiday: Independence Day  
WorkSource Offices Closed |  
| 11 | 12 | 13 | 14 |
| Computer Skills Lab:  
Learn the Basics  
9:00 AM – 10:30 AM  
Shake Off the Layoff  
1:00 PM – 2:00 PM |  
Resume Workshop  
9:00 AM – 10:30 AM  
Interview Skills  
1:30 PM – 2:30 PM |  
Computer Skills Lab:  
Document Management  
9:00 AM – 10:30 AM  
National Career Readiness Certificate (NCRC)  
10:00 AM – 1:00 PM 📚 |  
Bridges to Success: Soft Skills & Executive Function  
2:00 PM – 3:00 PM |
| 17 | 18 | 19 | 20 | 21 |
|  
Shake Off the Layoff  
1:00 PM – 2:00 PM |  
National Career Readiness Certificate (NCRC)  
12:30 PM – 4:30 PM 📚 |  
Event: Successful Applications with Lane County  
10:00 AM – 11:00 AM 📚  
Career Exploration  
1:30 PM – 3:00 PM |  
Professional Networking  
1:30 PM – 3:00 PM  
Veneta Career Builder Workshop  
2:00 PM – 4:00 PM |
| 24 | 25 | 26 | 27 | 28 |
|  
Shake Off the Layoff  
1:00 PM – 2:00 PM |  
How to Apply for Scholarships & Financial Aid  
10:00 AM – 12:00 PM  
Computer Skills Lab:  
Learn the Basics  
1:30 PM – 3:00 PM |  
National Career Readiness Certificate (NCRC)  
10:00 AM – 1:00 PM 📚  
Computer Skills Lab:  
Document Management  
1:30 PM – 3:00 PM |  
National Career Readiness Certificate (NCRC)  
9:00 AM – 1:00 PM 📚 |
| 31 | | | | |
# Workshop Descriptions

<table>
<thead>
<tr>
<th>Workshop Description</th>
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<tbody>
<tr>
<td><strong>Bridges to Success: Soft Skills &amp; Executive Function:</strong> This workshop delves into how we work and relate to others and what we can do to increase our chances for success in the workplace.</td>
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<tr>
<td><strong>Career Exploration:</strong> Explore ways to identify your skills and interests while researching possible career choices. You’ll have access to assessments based on preference and gained experiences. We will also review the labor market and discover jobs in local industries.</td>
</tr>
<tr>
<td><strong>Computer Skills Lab: Learn the Basics:</strong> If you’re new to computers or just want to update your skills, you’ve come to the right place. Learn about computer basics such as powering on/off, using a web browser, using email, and more! Staff will be present to help guide you.</td>
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<tr>
<td><strong>Computer Skills Lab: Document Management:</strong> Learn the ins and outs of using documents; from how to upload, download and attach documents, to saving them in an external drive, and more! Staff will be present to help guide you.</td>
</tr>
<tr>
<td><strong>How to Apply for Scholarships &amp; Financial Aid:</strong> This workshop is targeted for customers with career goals which involve training. The class will include information on how to best find and apply to scholarship applications.</td>
</tr>
<tr>
<td><strong>Interview Skills:</strong> Please join us to learn tips for before, during, and after a job interview! We’ve got you covered with strategies for making a good impression, answering common interview questions, using virtual interviewing to your advantage, and overcoming interview nerves.</td>
</tr>
<tr>
<td><strong>Job Corps Information Session:</strong> Are you, or someone you know 16 to 24 years old and interested in FREE, hands-on career training? Job Corps connects you with the skills and education for pursuing the career you want!</td>
</tr>
<tr>
<td><strong>Professional Networking:</strong> Learn how to concisely articulate who you are and the skills you offer. Practice connecting with people you don’t know. Hear about online and in-person networking opportunities, including letters of introduction and informational interviews.</td>
</tr>
<tr>
<td><strong>Resume Workshop:</strong> Get your resume together, get the interviews, and get the job! We’ll go through resume information and then begin the process of starting/updating a resume in real-time with the help of a Career Advisor.</td>
</tr>
<tr>
<td><strong>Shake Off the Layoff:</strong> Boost Your Job Search – Invite A Colleague! This weekly drop-in session is for individuals who have been laid off or furloughed from a job. Offering assistance with resume &amp; cover letter building, interview tips, job search strategies, &amp; fresh job leads.</td>
</tr>
<tr>
<td><strong>Veneta Career Builder Workshop:</strong> Get help with resume &amp; cover letter building, interview tips, job search strategies, fresh job leads, plus info on grants and scholarships! Library Workshop: Workshop is in person at Fern Ridge Public Library, 88026 Territorial Road in Veneta.</td>
</tr>
</tbody>
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## Testing

**National Career Readiness Certificate Testing:** Get the competitive edge, build confidence and stand out by demonstrating the skills employers want through completing this three part testing session. Upon earning a certificate, you will also receive a letter of recommendation from WorkSource Lane. Please pre-register by calling 541-686-7985, or emailing lchswn@lanecountyor.gov.

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***FOR QUESTIONS, PLEASE CALL 541-686-7985 OR EMAIL LCHSWM@LANECOUNTYOR.GOV***