

April—May 2011

WorkOneSM

Free

West Central

CAREER CONNECT

WEST CENTRAL INDIANA REGIONAL WORKFORCE GUIDE



- Is your career search headed in the right direction?

• Dress for Success

• Take Charge-Adult Learning Opportunities



- Assess Your Skills, Upgrade Your Skills with No-Cost Workshops

WorkOneSM West Central

WEST CENTRAL INDIANA ECONOMIC GROWTH
REGION 4 SERVING
Benton, Carroll, Cass, Clinton, Fountain,
Howard, Miami, Montgomery, Tippecanoe,
Tipton, Warren, and
White Counties

www.WorkOneWestCentral.org

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Our mission at **WorkOne** is to give every customer who walks through our doors an opportunity to:

- Know Your Skills
- Improve Your Skills
- Find the Best Job to Match Your Skills

WorkOne youth-dedicated resources help navigate work issues:

- Plan Now for the Career You Want
- Job Search Tips
- Education and Training



WorkOne is committed to innovating and invigorating Indiana's economic future by developing a strong entrepreneurial community:

- Market Data Analysis @ www.hoosierdata.in.gov
- Seminars

Moving Forward **TOGETHER**.....

Career Transition Hubs

Are you aware of what the Career Transition Hub (CTH) can do for you as a mature job seeker? CTH is a group of people with a common circumstance (unemployment as an older worker) who come together as individuals in a spirit of cooperation. The group was formed as a service within the Aging Worker Initiative, and each is led by a professional Aging Worker Specialist.



In traditional society, family and friends provided social support. In our modern society, however, family and community ties are often disrupted due to mobility and other social changes. Thus, people often choose to join with others who share mutual interests and concerns. Group members often provide emotional, social, and practical support to each other.

Two CTH groups serve the West Central Indiana Region 4 workforce area. One meets at Lafayette WorkOne and the other at Kokomo WorkOne. CTH meetings are free and held weekly.

Meetings provide a variety of opportunities to share job leads, listen to interesting speakers, learn more about retraining opportunities, discuss job search issues, and develop proficiencies in a diversity of job search tools and methods. In addition, CTH group members give and receive both emotional and practical support as well as exchange information. The only requirement to participate is that you are 55 years or older and enrolled in the no-cost Aging Worker Initiative.

If you want to learn how you can participate in a Career Transition Hub contact:

Lisa Hollis, AWI Specialist

lhollis@tap.lafayette.in.us

Lafayette WorkOne, 765-337-7679

Scott Warner, AWI Specialist

swarner@tap.lafayette.in.us

Kokomo WorkOne, 765-252-9459

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Youth, let us help you find *Your* Future

Do you need a job or training to develop good job skills?

WorkOne can help you with preparation and success in employment:

- ◆ Summer employment opportunities linked to academic and occupational learning
- ◆ Paid and unpaid work experiences
- ◆ Occupational skill training

Do you need help finishing high school or getting a GED?

WorkOne can help improve educational achievement:

- ◆ Tutoring, study skills training and instruction, leading to completion of secondary school including drop out prevention strategies
- ◆ Alternative secondary school services



Do you need help financing your college dream? Staying motivated?

WorkOne can provide support for youth:

- ◆ Supportive services
- ◆ Adult mentoring
- ◆ Follow-up services
- ◆ Comprehensive guidance and counseling

WorkOne can help you with services to develop the potential of youth as citizens and leaders:

- ◆ Leadership development opportunities

If you are between the ages of 17 to 21 and you need help with any of these services, contact your local WorkOne office for assistance.

It's time to **take charge**, get back on track, and **improve your life!**

Many people are finding that they need to take some remedial skills training in math or reading and writing in order to get into college, while others left high school with no diploma in hand. With the many obstacles that interfere with getting ahead, there are just as many opportunities to get back on track. West Central Indiana has many adult education and learning sites that provide **FREE classes!**

Need to brush up on basic math or reading and writing skills before registering for college, looking to get your G.E.D. or strengthen your English language skills? One of the West Central Indiana Adult Learning sites can help you do just that!

Adult Basic Education (ABE)

Addresses basic skill needs, e.g., reading, writing, language, and math.

General Educational Development (GED) Preparation

Prepares the student to pass the exam for the GED diploma—the equivalent to a credential for high school completion. The actual GED testing is only offered at a few sites.

English as a Second Language (ESL)

Provides English language instruction to non-English speaking adults along with practical skills for everyday personal, social, and working situations.

West Central Indiana Adult Learning Sites

Benton County

Benton County Adult Education

Benton Central High School
4241 East 300 South
Oxford, IN 47944
765-764-1880

Carroll County

Carroll County Adult Education Program

Armory Building
711 Armory Road
Delphi, IN 46923
765-426-5653



Cass County

Cass-Logan Educational Attainment Resource

2815 East Market Street
Logansport, IN 46947
574-721-3155

Clinton County

Frankfort Adult Learning Center (FALC)

9 North Jackson Street
Frankfort, IN 46041
765-654-9505

Purdue Extension Learning Network-Clinton County

1111 Jackson Street
Frankfort, IN 46041
765-659-6380, ext 16

Fountain County

Fountain County Adult Education

Main Street Center
101 North Main Street
Veedersburg, IN 47987
765-764-1880

Howard County

Kokomo Adult Education

Kokomo Area Career Center
2415 South Berkley Road
Kokomo, IN 46902
765-455-8021

Miami County

Miami County Adult Education Association

St. John's Church
181 West Main Street
Peru, IN 46970
765-432-0998

Montgomery County

Crawfordsville Adult Resource Academy (CARA)

Power & Transportation Building
1501 South Elm Street
Crawfordsville, IN 47933
765-362-2690

Tippecanoe County

Lafayette Adult Resource Academy

1100 Elizabeth Street, Suite 3
Lafayette, IN 47904
765-476-2920

Tipton County

Tipton Adult Education

Assembly of God Church
227 East North Street
Tipton, IN 46072
765-552-9881

Warren County

Warren County Learning Center

26 East Second Street
Williamsport, IN 47993
765-764-1880

White County

White County Learning Lab

315 North Illinois Street, Suite B
Monticello, IN 47960

Dress for success: women

When interviewing, dress for the position you want, not the job you have

Clothes say a lot about you: Your values, economic status, savviness, and more. So when interviewing, how do you keep your own individual style and personality while still being seen as a good fit for the company?

Keep it professional

Avoid frayed, wrinkled, or soiled clothing. Avoid clothes that are too short, tight, baggy, boldly colored, revealing, or trendy. No flashy jewelry. Also, most companies frown on visible tattoos, body piercings, and unusual hair coloring and styles.

Back to basics

Begin with the basics: well-styled, understated outfits. Nothing provocative or sexy. Start with a canvas of grays and blacks that look good and fit well. Classic, conservative skirt suits are always the safest route. Even if business casual is the company code, it's better to be over-dressed rather than under-dressed for the interview. Skirts should be knee length. Wear neutral toned hose for a well-groomed look even if it is warm outside.

Research the company

Some places are sexist when it comes to pantsuits at interviews. Otherwise, these outfits make good wardrobe foundations and alternatives to the formal suit. Coordinate the above with a simple white, ivory, or blue business blouse. Don't accessorize to excess, only for a finished look. Keep the focus on your abilities, not your attire. And whenever possible, buy quality, versatile fabric like wool. It lasts longer, looks better, and breathes for comfort. You can put together a good interview ensemble without breaking the bank by setting and sticking to a realistic budget. Observe and analyze others. Enlist the input of a sales associate, family member, or friend to guide and help you work within your budget. Consider consignment shops that offer professional and quality attire.

The color of success

Where corporate palettes are not necessary, choose garment colors that flatter your features and complement your skin tones. If it's rainy or dark outside, consider a silk accent scarf or broach to highlight your face and brighten the day for a more memorable effect.

Less make-up

Use understated makeup to gently enhance your look, not devour it. Save the raccoon eyes mascara for the after-hours fun. Regarding perfume, don't set your atomizer on "stun." Some people are allergic to perfume so try a lightly scented bath soap instead.

Nails hammered

Killer-length, brightly decorated fingernails may make for great conversation at parties, but can draw negative attention during an interview or in the corporate workplace. Modest manicures work best.

Baubles, bangles and beads

Think conservative and subtle: Jewelry should complement and enhance for a polished look. Nor should jewelry be audible, so avoid bangles that jingle and distract. When interviewing, keep it simple; showcase your sense of style by reducing clutter. When in doubt, remember that less is more.

Scarves, handbags and shoes

Scarves can customize your basic wardrobe with a quick dash of color and texture. Shoes and handbags should match up and be stylish but simple. Wear closed toe shoes with flat or moderate 1 1/2" heels. Choose a briefcase or portfolio in place of a purse.

One last important note: know the company's culture. After all, you are joining a group. Remember the saying, "when in Rome...." (Source: CollegeCentral.com)



In a nutshell

Remember, for an interview it is better to follow this standard dress code and create a good first impression

- ◆ Clean, pressed suit or dress that fits. Tailor if needed.
- ◆ Classic or conservative styles and colors
- ◆ Don't accessorize to excess
- ◆ Polished dark shoes
- ◆ Minimal perfume and make-up
- ◆ Deodorant / antiperspirant
- ◆ Manicured nails
- ◆ Avoid trends and underwear lines
- ◆ Neat, tidy, comfortable hairdo

Your appearance makes a statement. Be sure it's the right one.

Dress for success: men

First impressions make for lasting impressions



In a nutshell

Remember, for an interview it is better to follow this standard dress code and create a good first impression

- ◆ Clean, ironed shirt
- ◆ Neatly tied tie; no stains
- ◆ Pressed suit or jacket that fits
- ◆ Polished dark shoes
- ◆ Deodorant / antiperspirant
- ◆ Minimal or no cologne
- ◆ Groomed head and facial hair
- ◆ Trimmed and clean nails
- ◆ Clean breath and teeth

Clothes say a lot about you. And while they may not make the man, they certainly make an impression. Make sure it's the right one!

Few things have as much impact as the first impression you make for that anticipated face-to-face interview. Research shows it only takes a few seconds to make a lasting impression. That means no matter how solid your credentials, you still want to look professional. Dressing appropriately not only gives you more confidence and credibility, it surrounds you with a sense of belonging that can help deflect the minor slips or stumbles we all can make during that critical interview or, once hired, in daily routines.

Understanding the company

The bottom line is about striking a balance between what is expected and still being yourself. After all, you want to be a good fit in the company and for the potential job position. Avoid questionable factors that may undermine that effort. Research the company: you are the product, so package yourself appropriately. If you find the company dress code too restrictive, apply for a job elsewhere. Don't try to break the code. If you choose to fight the system, be prepared to lose. Remember, clothing is non-verbal communication.

Don't dress to un-impress

For the interview, avoid frayed, wrinkled, or soiled clothing. Avoid clothes that are too short, tight, baggy, boldly colored, or trendy. Even if it's "casual Friday," you should still look professional; it is best to be overdressed than underdressed. Limit jewelry. No backpacks; it's briefcases or portfolios now. Generally, companies frown upon visible tattoos, body piercings, and unusual hair coloring and styles. Some firms do not encourage facial hair, so keep it neat and trim if you have it.

Unless you're a character actor or in an environment that allows more casual and less "power suit" attire, quirky, over-the-top fashion statements can be distracting and

even put you at a disadvantage when it comes to being taken seriously. So, what's a job seeker to do?

Guys: Do what suits you best

Start with business basics when interviewing: a solid navy, dark gray, or black suit that FITS. Get it tailored, if necessary; add a dark blue pinstriped or conservatively patterned navy or gray suit later; select a good wool that breathes; bright white dress shirt; business blue is also acceptable; tasteful solid, or simple striped or patterned ties; straight, spread, or button-down collars; for wide collars, tie a full Windsor knot, which should finish with a dimple; leather shoes that complement your suit; choose a simple black, classic cap-toe; match with black, calf-length socks; expand by adding a good black slip-on that pairs with casual or dressy attire; match your belt to your shoes; silver bucklers are more reserved.

Clothes should fit the man

A two-button jacket should be down to where your closed knuckles fall. The jacket shoulders should be the same width as yours. Trousers should touch the tops of the shoes and break slightly. Shirts should fit close to the neck with room enough to fit one or two fingers. The tip of your tie should fall to your waist about where your belt is. Remember, 1) dress for the job you want, not the job you may already have; and 2) dress comfortably. You want to focus on the interview or the job without either you or the interviewer being distracted by what you are wearing. Look around. If it is a conservative environment, dress conservatively.

One last important note: know the company's culture. After all, you are joining a group. Remember the saying, "when in Rome...." (Source: CollegeCentral.com)

Is your career search headed in the right direction?

The occupations listed below are shown to be growing in demand as we look forward to job opportunities within west central Indiana. These occupations can be supported with funding to make sure skill development corresponds with the needs of the business community.

Architecture & Construction

Building and Grounds Supervisor
Carpenters
Construction Supervisor
Electrician
Heating, Air Conditioning & Refrigeration Mechanics & Installers
Plumbers, Pipefitters & Steamfitters

Arts, Audio/Video Technology & Communications

Graphic Designer

Business, Management & Administration

Business Operations Specialists
Customer Service Representative
Employment, Recruitment and Placement Specialist
Executive Secretaries & Administrative Assistants
First-line Supervisor/Managers of Office & Administrative Support Workers
First-line Supervisors/Managers of Retail Sales Workers
General Office Occupations
Human Resources, Training & Labor Relations Specialist
Information & Records Clerk
Insurance Sales Agent
Management Analyst
Paralegals & Legal Assistants
Purchasing Managers
Sales Representatives

Education & Training

Education Administrators
Educational, Vocational & School Counselors
Elementary, Middle School & Secondary School Teacher
Postsecondary Teachers
Special Education School Teacher
Speech-Language Pathologist

Finance

Accountant and Auditors

Health Science

Clinical Laboratory Technologist
Dental Assistant
Dental Hygienist
Home Health Aides
Licensed Practical Nurse (LPN)
Medical & Clinical Laboratory Technologist
Medical & Health Service Manager
Medical & Public Health Social Workers
Medical Assistant
Medical Record & Health Information Technician
Medical Transcriptionist
Nursing Aids, Orderlies & Attendants
Occupational Therapists
Pharmacist
Pharmacy Technicians
Physician Assistant
Radiation Therapist
Radiological Technologist
Registered Nurse (RN)
Respiratory, Occupational, Physical Therapist
Speech-Language Pathologist
Surgical Technologist
Veterinarians

Human Services

Child Care Workers
Child, Family & School Social Worker
Counselor
Social Workers

Information Technology

Computer & Information System Manager
Computer Software Engineer, Application & Systems Software
Computer Support Specialist
Computer Systems Analyst
Network & Computer Systems Administrator
Network Systems & Data Communications Analysts

Installation, Maintenance & Repair

Automotive Service Technician/Mechanic
Bus & Truck Mechanics/Diesel Engine Specialist
General Maintenance Repair Worker
Heating, Air Conditioning & Refrigeration Mechanics & Installers
Industrial Machinery Repairers / Maintenance
Maintenance & Repair Workers

Law, Public Safety, Correction & Security

Correctional Officer, Security Guard & Personnel
Emergency Medical Tech & Paramedic
Firefighters
Police & Sheriff Patrol Officers

Manufacturing

Assemblers & Fabricators
Computer Numerically Controlled Operator (CNC)
First-line Supervisors/Managers of Production & Operating Workers
Industrial Production Managers
Industrial Machinery Repairers/Maintenance
Machinist
Metal & Plastic Working Machine Setup Operator
Maintenance & Repair Workers
Millwright
Precision Electrical & Electronic Equipment Assemblers
Precision Metal Workers
Tool & Die Makers
Welders, Cutters, Solderers, & Brazers

Science, Technology, Engineering & Mathematics

Biological Technicians
Electrical & Electronic Engineering Technicians
Electronics Engineers, Except Computers
Industrial Engineers
Logisticians
Mechanical Engineers
Operating Engineers & Other Construction Equipment
Transportation, Distribution & Logistics
Automotive Service Technician/Mechanic
Bus & Truck Mechanics/Diesel Engine Specialist
Bus Driver
Commercial/Industrial Truck Driver/Operator
First-line Supervisors/Managers of Mechanics, Installers & Repairers
First-line Supervisors/Managers of Transportation & Material Moving Machine and Vehicle Operators
Information & Records Clerk
Maintenance & Repair Workers
Material Moving Worker
Material Recording Worker
Truck Drivers, Heavy & Tractor Trailer

WorkOneSM No-Cost Workshop Calendar

West Central

Unemployment Insurance/ICC Workshop

This workshop offered daily will inform customers about how to file a claim to receive unemployment insurance and how to place their resume on ICC in order to meet state requirements.

Overview of Services

This workshop offered daily will tell customers about the WorkOne services offered throughout west central Indiana region.

RESUMES/SKILLS/SEARCHES

ICC Resume / Focus on Skills

This informational workshop walks you through the basic steps to complete a resume on Indiana Career Connect and discuss the value of including job skills in ICC resumes.

Job Club / Resumes in Depth

Making your resume more presentable will open up the doors of opportunity for you! This workshop will give you information you need to polish and perfect your resume. You will learn how to target employers' needs, use better key word choices, identify keywords and more. Beyond basic resumes, this workshop offers customers better advise, examples, and time to create their own high-quality resumes.

Resume Basics and Cover Letters

Resume Basics and Cover Letters workshop will give information and resources for drafting a complete resume and cover letter using Microsoft Word, not ICC.

Job Skills Inventory

During this workshop, we will help you determine your job skills and how employers seek applicants using job skills.

ICC Interests and Value Analyzer

This workshop focuses on teaching you how to use the ICC's Occupational Interest Inventory and Value Analyzer. After completing question sets, you will learn how to use your results to seek training and/or explore new job and career opportunities.

INTERVIEWING & NETWORKING

Interview Basics

Get the facts about what to expect in today's job interviews! Plus, how to prepare, what to wear, and where to go for more help and advise.

Job Club / Networking

If you've been applying for jobs online and not getting results, it's possible that you are not utilizing the right contacts to help you in your job search. This workshop will teach you how to create your "elevator speech" and other important aspects of networking.

Job Club / STAR of the Interview

Learn and practice the STAR technique, know what to expect, how to plan, questions to ask, and interview follow-up tips. Gain confidence for your interview!

How to Apply for Jobs Online

This workshop will summarize the online application process and the typical information applicants are asked to provide when applying for jobs on the internet.

How to Apply for Government Jobs

This workshop presents basic information and resources for those individuals interested in the Federal Government job application process.

Assess your Skills and Upgrade your Skills

WorkOne helps you with informative career building workshops. WorkOne Centers are open Monday through Friday, 8:00 a.m. to 4:30 p.m. Access to many of the WorkOne services requires a picture I.D. and the verification of your social security number during your initial visit.

April 2011

Kokomo Logansport Peru

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Workshops listed on the calendar in BLACK are available at Kokomo WorkOne, workshops in BLUE are available at Logansport WorkOne and workshops in GREEN are available at Peru WorkOne Express.</p> <p>* UI -Unemployment Insurance</p>				<p>1</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Open Facilitated Lab 10:30 AM Keyboarding Skills 12:30 PM Microsoft EXCEL 10:30 AM Open Facilitated Lab 1:30 PM</p>
<p>4</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft WORD 8:30 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM</p>	<p>5</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Intro to Computers 9:00 AM Keyboarding Skills 10:30 AM Job Club/Networking 1:00 PM</p>	<p>6</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM</p>	<p>7</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft PowerPoint 8:30 AM Job Club/Open Topic 10:30 AM</p>	<p>8</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Open Facilitated Lab 10:30 AM ICC Resume/Focus on Skills 2:30 PM Resume Basics & Cover Letters 10:00 AM Intro to Computers 10:30 AM Keyboarding Skills 1:30 PM</p>
<p>11</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft WORD 8:30 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM</p>	<p>12</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Keyboarding Skills 9:00 AM Intro to Computers 10:30 AM Job Club/Resumes in Depth 1:00 PM</p>	<p>13</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM ICC Resume/Focus on Skills 9:00 AM Open Facilitated Lab 10:30 AM Job Skills Inventory 2:00 PM</p>	<p>14</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM</p>	<p>15</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM</p>
<p>18</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft WORD 8:30 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM</p>	<p>19</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Intro to Computers 9:00 AM Keyboarding Skills 10:30 AM Job Club/Interview 1:30 PM</p>	<p>20</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM ICC Resume/Focus on Skills 9:00 AM Open Facilitated Lab 10:30 AM How to Apply for Gov't Jobs 2:00 PM</p>	<p>21</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft PowerPoint 8:30 AM Job Club/Open Topic 10:30 AM</p>	<p>22</p> <p>OFFICE CLOSED Good Friday</p>
<p>25</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft WORD 8:30 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM</p>	<p>26</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Keyboarding Skills 9:00 AM Intro to Computers 10:30 AM Job Club/E-Learning 1:00 PM</p>	<p>27</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM ICC Resume/Focus on Skills 9:00 AM Open Facilitated Lab 10:30 AM How to Apply Online 2:00 PM</p>	<p>28</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM</p>	<p>29</p> <p>UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Open Facilitated Lab 12:30 PM Interview Basics 8:30 AM Job Skills Inventory 10:30 AM Microsoft WORD 1:30 PM</p>

WorkOne—Logansport
 1 Ivy Tech Way
 Logansport, IN 46947
 (765) 722-6652

WorkOne—Kokomo
 709 Reed Road
 Kokomo, IN 46903
 (765) 459-0571 ext. 3034

WorkOne Express—Peru
 425 West Main
 Peru, IN 46970
 (765) 472-3562

May 2011

Kokomo Logansport Peru

Monday	Tuesday	Wednesday	Thursday	Friday
2 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft WORD 8:30 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM	3 OFFICE CLOSED Election Day	4 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM ICC Resume/Focus on Skills 9:00 AM Open Facilitated Lab 10:30 AM Resume Basics & Cover Letters 2:00 PM	5 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft PowerPoint 8:30 AM Job Club/Open Topic 10:30 AM	6 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Open Facilitated Lab 10:30 AM How to Apply for Gov't Jobs 12:30 PM Keyboarding Skills 10:30 AM Open Facilitated Lab 1:30 PM
9 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft WORD 8:30 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM	10 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Keyboarding Skills 9:00 AM Intro to Computers 10:30 AM Skills Identification 1:00 PM	11 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM ICC Resume/Focus on Skills 9:00 AM Open Facilitated Lab 10:30 AM How to Apply Online 2:00 PM	12 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Interview Basics 9:00 AM Job Club/Open Topic 10:30 AM	13 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Open Facilitated Lab 10:30 AM Resume Basics & Cover Letters 12:30 PM ICC Resume/Focus on Skills 10:30 AM Open Facilitated Lab 1:30 PM
16 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft WORD 8:30 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM	17 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Intro to Computers 9:00 AM Keyboarding Skills 10:30 AM Job Club/Networking 1:00 PM	18 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM ICC Resume/Focus on Skills 9:00 AM Open Facilitated Lab 10:30 AM Job Skills Inventory 2:00 PM	19 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft PowerPoint 8:30 AM Job Club/Open Topic 10:30 AM	20 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Open Facilitated Lab 10:30 AM How to Apply Online 12:30 PM Interview Basics 10:30 AM Apply for Jobs Online 1:30 PM
23 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Microsoft WORD 8:30 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM	24 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Keyboarding Skills 9:00 AM Intro to Computers 10:30 AM Job Club/Resumes in Depth 1:00 PM	25 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM ICC Resume/Focus on Skills 9:00 AM Open Facilitated Lab 10:30 AM How to Apply for Gov't Jobs 2:00 PM	26 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Interview Basics 9:00 AM Job Club/Open Topic 10:30 AM	27 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Open Facilitated Lab 10:30 AM Keyboarding Skills 12:30 PM
30 OFFICE CLOSED Memorial Day	31 UI*/ICC Workshop 9 AM & 2 PM Overview of Services 10 AM & 3 PM Keyboarding Skills 9:00 AM Intro to Computers 10:30 AM Job Club/STAR Interview 1:00 PM	Workshops listed on the calendar in BLACK are available at Kokomo WorkOne, workshops in BLUE are available at Logansport WorkOne and workshops in GREEN are available at Peru WorkOne Express.		

* Unemployment Insurance

April 2011

Lafayette

Monday	Tuesday	Wednesday	Thursday	Friday
<p>WorkOne helps you with informative Career Building Workshops. To sign up for a FREE workshop, stop by a WorkOne office.</p> <p>* UI - Unemployment Insurance</p>				<p>1</p> <p>Resume Basics & Cover Letters 9:00 AM UI*/ICC Workshop 10:00 AM Open Facilitated Lab 10:30 AM Overview of Services 2:00 PM</p>
<p>4</p> <p>Job Skills Inventory 9:00 AM Overview of Services 10:00 AM Intro to Computers 10:30 AM Open Facilitated Lab 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>5</p> <p>ICC Resume/Focus on Skills 9:00 AM Overview of Services 10:00 AM Microsoft EXCEL 10:30 AM Interview Basics 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>6</p> <p>How to Apply for Gov't Jobs 9:00 AM Overview of Services 10:00 AM ICC Resume/Focus on Skills 10:30 AM Microsoft WORD 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>7</p> <p>Job Club/STAR of the Interview 8:30 AM Overview of Services 10:00 AM Job Club/Networking 10:30 AM Job Club/Open Topic 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>8</p> <p>ICC Resume/Focus on Skills 9:00 AM Overview of Services 10:00 AM Open Facilitated Lab 10:30 AM UI*/ICC Workshop 2:00 PM</p>
<p>11</p> <p>Job Skills Inventory 9:00 AM UI*/ICC Workshop 10:00 AM Intro to Computers 10:30 AM Open Facilitated Lab 1:30 PM Overview of Services 2:00 PM</p>	<p>12</p> <p>ICC/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Microsoft PowerPoint 10:30 AM 10:00 AM How to Apply Online 1:30 PM Overview of Services 2:00 PM</p>	<p>13</p> <p>Resume Basics & Cover Letters 9:00 AM UI*/ICC Workshop 10:00 AM Job Skills Inventory 10:30 AM Skill Identification 1:30 PM Overview of Services 2:00 PM</p>	<p>14</p> <p>Job Club/E-Learning 8:30 AM UI*/ICC Workshop 10:00 AM Job Club/Resumes in Depth 10:30 AM Job Club/Open Topic 1:30 PM Overview of Services 2:00 PM</p>	<p>15</p> <p>ICC Resume/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Open Facilitated Lab 10:30 AM Overview of Services 2:00 PM</p>
<p>18</p> <p>Job Skills Inventory 9:00 AM Overview of Services 10:00 AM Intro to Computers 10:30 AM Open Facilitated Lab 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>19</p> <p>ICC/Focus on Skills 9:00 AM Overview of Services 10:00 AM Skill Identification 10:30 AM 10:00 AM Interview Basics 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>20</p> <p>How to Apply for Gov't Jobs 9:00 AM Overview of Services 10:00 AM ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>21</p> <p>Job Club/STAR of the Interview 8:30 AM Overview of Services 10:00 AM Job Club/Networking 10:30 AM Job Club/Open Topic 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>22</p> <p>OFFICE CLOSED Good Friday</p>
<p>25</p> <p>ICC/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Intro to Computers 10:30 AM Open Facilitated Lab 1:30 PM Overview of Services 2:00 PM</p>	<p>26</p> <p>ICC/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Microsoft WORD 10:30 AM How to Apply Online 1:30 PM Overview of Services 2:00 PM</p>	<p>27</p> <p>Resume Basics & Cover Letters 9:00 AM UI*/ICC Workshop 10:00 AM Job Skills Inventory 10:30 AM Microsoft PowerPoint 1:30 PM Overview of Services 2:00 PM</p>	<p>28</p> <p>Job Club/E-Learning 8:30 AM UI*/ICC Workshop 10:00 AM Job Club/Resumes in Depth 10:30 AM Job Club/Open Topic 1:30 PM Overview of Services 2:00 PM</p>	<p>29</p> <p>Job Skills Inventory 9:00 AM UI*/ICC Workshop 10:00 AM Open Facilitated Lab 10:30 AM Overview of Services 2:00 PM</p>

WorkOne—Lafayette
 820 Park East Blvd.
 Lafayette, IN 47905
 (765) 474-5411

Workshops are available to any WORKONE registered client.
 Stop by your WORKONE and see a representative or
 workshop facilitator to register for a session.

April 2011

Crawfordsville Frankfort Williamsport

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Workshops listed on the calendar in BROWN are available at Crawfordsville WorkOne, workshops in BLUE are available at Frankfort WorkOne and workshops in GREEN are available at Warren County Learning Center in Williamsport.</p>				<p>1</p> <p>ICC Resume/Focus on Skills 10:00 AM Intro to Computers 11:00 AM Open Facilitated Lab 1:00 PM</p>
<p>4</p> <p>ICC Resume/Focus on Skills 1:00 PM Apply for Jobs Online 2:00 PM</p>	<p>5</p> <p>Microsoft WORD 10:00 AM Job Club/Open Topic 1:00 PM</p>	<p>6</p> <p>Job Club/Interview 10:00 AM Microsoft WORD 1:00 PM</p>	<p>7</p> <p>Job Club/E-Learning 10:00 AM ICC Resume/Focus on Skills 1:00 PM Apply for Jobs Online 2:00 PM</p>	<p>8</p> <p>Resume Basics & Cover Letters 10:00 AM Apply for Jobs Online 11:00 AM Job Club/Open Topic 1:00 PM</p>
<p>11</p> <p>Job Club/Resumes in Depth 1:00 PM</p>	<p>12</p> <p>Intro to Computers 10:00 AM Keyboarding Skills 11:00 AM Open Facilitated Lab 1:00 PM</p>	<p>13</p> <p>Job Club/Resumes in Depth 10:00 AM Open Facilitated Lab 1:00 PM</p>	<p>14</p> <p>Job Club/Resumes in Depth 10:00 AM Microsoft WORD 1:00 PM</p>	<p>15</p> <p>ICC Resume/Focus on Skills 10:00 AM Interview Basics 11:00 AM Job Club/Resumes in Depth 1:00 PM</p>
<p>18</p> <p>Job Club/E-Learning 10:00 AM</p>	<p>19</p> <p>ICC Resume/Focus on Skills 10:00 AM Interview Basics 11:00 AM Open Facilitated Lab 1:00 PM</p>	<p>20</p> <p>Job Club/Networking 10:00 AM Open Facilitated Lab 1:00 PM</p>	<p>21</p> <p>Resume Basics & Cover Letters 10:00 AM Keyboarding Skills 11:00 AM Job Club/Interview 1:00PM</p>	<p>22</p> <p>OFFICE CLOSED Good Friday</p>
<p>25</p> <p>Intro to Computers 10:00 AM Interview Basics 11:00 AM</p>	<p>26</p> <p>Open Facilitated Lab 10:00 AM Job Club/Interview 1:00 PM</p>	<p>27</p> <p>Microsoft EXCEL 10:00 AM Open Facilitated Lab 1:00 PM</p>	<p>28</p> <p>Intro to Computers 10:00 AM ICC Resume/Focus on Skills 11:00 AM Job Club/Open Topic 1:00 PM</p>	<p>29</p> <p>Job Club/Open Topic 10:00 AM Microsoft PowerPoint 1:00 PM</p>

WorkOne—Crawfordsville
 201 E. Jefferson Street
 Crawfordsville, IN 47933
 (765) 362-4096

WorkOne—Frankfort
 1111 S. Jackson Street
 Frankfort, IN 46041
 (765) 654-5400

Warren County Learning Center
 28 East 2nd Street
 Williamsport, IN 47993
 (765) 764-1880

May 2011

Lafayette

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Job Skills Inventory 9:00 AM Overview of Services 10:00 AM</p> <p>Intro to Computers 10:30 AM Open Facilitated Lab 1:30 PM UI*/ICC Workshop 2:00PM</p>	<p>3</p> <p>OFFICE CLOSED Election Day</p>	<p>4</p> <p>How to Apply for Gov't Jobs 9:00 AM Overview of Services 10:00 AM ICC Resume/Focus on Skills 10:30 AM Microsoft WORD 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>5</p> <p>Job Club/STAR of the Interview 8:30 AM Overview of Services 10:00 AM Job Club/Networking 10:30 AM Job Club/Open Topic 1:30 PM UI*/ICC Workshop 2:00PM</p>	<p>6</p> <p>Resume Basics & Cover Letters 9:00 AM Overview of Services 10:00 AM Open Facilitated Lab 10:30 AM UI*/ICC Workshop 2:00PM</p>
<p>9</p> <p>ICC Resume/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Keyboarding Skills 10:30 AM Open Facilitated Lab 1:30 PM Overview of Services 2:00 PM</p>	<p>10</p> <p>ICC Resume/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Microsoft EXCEL 10:30 AM How to Apply Online 1:30 PM Overview of Services 2:00 PM</p>	<p>11</p> <p>Resume Basics & Cover Letters 9:00 AM UI*/ICC Workshop 10:00 AM Interview Basics 10:30 AM Microsoft PowerPoint 1:30 PM Overview of Services 2:00 PM</p>	<p>12</p> <p>Job Club/E-Learning 8:30 AM UI*/ICC Workshop 10:00 AM Job Club/Resumes in Depth 10:30 AM Job Club/Open Topic 1:30 PM Overview of Services 2:00 PM</p>	<p>13</p> <p>ICC Resume/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Open Facilitated Lab 10:30 AM Overview of Services 2:00 PM</p>
<p>16</p> <p>Job Skills Inventory 9:00 AM Overview of Services 10:00 AM Intro to Computers 10:30 AM Open Facilitated Lab 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>17</p> <p>ICC/Focus on Skills 9:00 AM Overview of Services 10:00 AM Microsoft WORD 10:30 AM Interview Basics 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>18</p> <p>How to Apply for Gov't Jobs 9:00 AM Overview of Services 10:00 AM ICC Resume/Focus on Skills 10:30 AM Skills Identification 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>19</p> <p>Job Club/STAR of the Interview 8:30 AM Overview of Services 10:00 AM Job Club/Networking 10:30 AM Job Club/Open Topic 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>20</p> <p>Keyboarding Skills 9:00 AM Overview of Services 10:00 AM Open Facilitated Lab 10:30 AM UI*/ICC Workshop 2:00 PM</p>
<p>23</p> <p>ICC/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Intro to Computers 10:30 AM Open Facilitated Lab 1:30 PM Overview of Services 2:00 PM</p>	<p>24</p> <p>ICC/Focus on Skills 9:00 AM UI*/ICC Workshop 10:00 AM Microsoft EXCEL 10:30 AM How to Apply Online 1:30 PM Overview of Services 2:00 PM</p>	<p>25</p> <p>Resume Basics & Cover Letters 9:00 AM UI*/ICC Workshop 10:00 AM Job Skills Inventory 10:30 AM Microsoft PowerPoint 1:30 PM Overview of Services 2:00 PM</p>	<p>26</p> <p>Job Club/E-Learning 8:30 AM UI*/ICC Workshop 10:00 AM Job Club/Resumes in Depth 10:30 AM Job Club/Open Topic 1:30 PM Overview of Services 2:00 PM</p>	<p>27</p> <p>Job Skills Inventory 9:00 AM UI*/ICC Workshop 10:00 AM Open Facilitated Lab 10:30 AM Overview of Services 2:00 PM</p>
<p>30</p> <p>OFFICE CLOSED Memorial Day</p>	<p>31</p> <p>Skills Identification 9:00AM Overview of Services 10:00 AM Intro to Computers 10:30 AM Microsoft WORD 1:30 PM UI*/ICC Workshop 2:00 PM</p>	<p>* UI - Unemployment Insurance</p>		

No Cost Workshops

Stop by your WORKONE office to sign up for a session.

WorkOne—Lafayette
820 Park East Blvd.
Lafayette, IN 47905
(765) 474-5411

May 2011

Crawfordsville Frankfort Williamsport

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Job Club / Networking 1:00 PM</p>	<p>3</p> <p>ICC Resume/Focus on Skills 10:00 AM Keyboarding Skills 11:00 AM Open Facilitated Lab 1:00 PM</p>	<p>4</p> <p>ICC Resume/Focus on Skills 10:00 AM Interview Basics 11:00 AM Open Facilitated Lab 1:00 PM</p>	<p>5</p> <p>Job Club/Resumes in Depth 10:00 AM Apply for Job Online 1:00 PM ICC Resume/Focus on Skills 2:00 PM</p>	<p>6</p> <p>Job Club/Resumes in Depth 10:00 AM Open Facilitated Lab 1:00 PM</p>
<p>9</p> <p>ICC Resume/Focus on Skills 1:00 PM</p>	<p>10</p> <p>Job Club/Open Topic 10:00 AM Open Facilitated Lab 1:00 PM</p>	<p>11</p> <p>Intro to Computers 10:00 AM ICC Resume/Focus on Skills 11:00 AM Job Club/Resumes in Depth 1:00 PM</p>	<p>12</p> <p>Job Club/Networking 10:00 AM Intro to Computers 1:00 PM Resume Basics & Cover Letters 2:00 PM</p>	<p>13</p> <p>Open Facilitated Lab 10:00 AM Job Club / Networking 1:00 PM</p>
<p>16</p> <p>Job Club/Interview 10:00 AM</p>	<p>17</p> <p>Job Club/Resumes in Depth 10:00 AM Open Facilitated Lab 1:00 PM</p>	<p>18</p> <p>Apply for Jobs Online 10:00 AM Keyboarding Skills 11:00 AM Job Club/Open Topic 1:00 PM</p>	<p>19</p> <p>Microsoft EXCEL 10:00 AM Job Club / Interview 1:00 PM</p>	<p>20</p> <p>Microsoft WORD 10:00 AM Open Facilitated Lab 1:00 PM</p>
<p>23</p> <p>Job Club/Open Topic 10:00 AM</p>	<p>24</p> <p>ICC Resume/Focus on Skills 10:00 AM Resume Basics & Cover Letters 11:00 AM Job Club/Open Topic 1:00 PM</p>	<p>25</p> <p>Resume Basics & Cover Letters 10:00 AM ICC Resume/Focus on Skills 11:00 AM Job Club/Interview 1:00PM</p>	<p>26</p> <p>Keyboarding Skills 10:00 AM Interview Basics 11:00 AM Job Club/Open Topic 1:00 PM</p>	<p>27</p> <p>Microsoft EXCEL 10:00 AM Open Facilitated Lab 1:00 PM</p>
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WorkOne—Crawfordsville
201 E. Jefferson Street
Crawfordsville, IN 47933
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WorkOne—Frankfort
1111 S. Jackson Street
Frankfort, IN 46041
(765) 654-5400

Warren County Learning Center
28 East 2nd Street
Williamsport, IN 47993
(765) 764-1880

WorkOneSM

West Central

www.WorkOneWestCentral.org

WorkOne Lafayette

820 Park East Blvd.
Lafayette, IN 47905
Phone (765) 474-5411

WorkOne Kokomo

709 S. Reed Rd.
Kokomo, IN 46903
Phone (765) 459-0571

Peru WorkOne Express

Ivy Tech Community College
425 W. Main St.
Peru, IN 46970
Phone (765) 472-3562

Covington WorkOne Express

418 Washington Street
Covington, IN 47932
Phone (765) 793-4881

Delphi WorkOne Express

901 Prince William Road
Delphi, IN 46923
Phone (765) 564-1020
Wednesday 9:00AM-4:30PM or by appointment

L.A.R.A. WorkOne Express

1100 Elizabeth Street, Suite 3
Lafayette, IN 47904
Phone (765) 476-2960

Crawfordsville WorkOne Express

201 E. Jefferson St.
Crawfordsville, IN 47933
Phone (765) 362-4096

Monticello WorkOne Express

1500 E. North Main St.
Monticello, IN 47960
Phone (574) 583-4128

Logansport WorkOne Express

1 Ivy Tech Way, Suite B
Logansport, IN 46947
Phone (574) 722-6652

Frankfort WorkOne Express

1111 S. Jackson Street
Frankfort, IN 46041
Phone (765) 654-5400

Williamsport WorkOne Express

28 E. 2nd Street
Williamsport, IN 47993
Phone (765) 764-1880
Wednesday 1:00PM-4:30 PM or by appointment

Tipton WorkOne Express

1202 S. Main Street, Suite A
Tipton, IN 46072
Phone (765) 675-4525
Tuesday-Friday 8:00AM-4:30PM or by appointment



For employment and training needs, contact your local WorkOne Center

WorkOne Centers are open 8a.m.– 4:30p.m., Monday—Friday . Others as noted.



West Central Indiana Region 4 Workforce Board



Tecumseh Area Partnership, Inc.

A Workforce Intermediary

An initiative of the West Central Indiana Region 4 Workforce Board. Funding for this project has been provided by Indiana Department of Workforce Development. The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities.

Oversight provided by
Region 4 Workforce Board—the “Alliance ‘4’ Advancement”
through Tecumseh Area Partnership, Inc.
www.WCA4A.org - www.TapIncUs.org