

February—March 2011

# WorkOne<sup>SM</sup>

West Central



## CAREER CONNECT

WEST CENTRAL INDIANA REGIONAL WORKFORCE GUIDE



### CAREER NETWORKING TIPS

- Learn what your career network can do for you



### MATURE JOB-SEEKER

- Practical tips for improving the image you send to others

### WORKONE CAN HELP

- Our workshops can put you on the path to employment  
Check out the Workshop calendars

# WorkOne<sup>SM</sup> 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](http://www.WorkOneWestCentral.org)

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Williamsport



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](http://www.hoosierdata.in.gov)
- Seminars



## On-the-Job Training Fact Sheet For Job Seekers

### What is On-the-Job Training anyway? . . .

#### What is On-the-Job Training?

- Customized training by an employer
- Partial reimbursement to employer of a participant's wage during training period, to offset training costs
- Jobs must be on the Demand and Growth Occupations list **and** pay at least \$10.00/hour

#### Are you an eligible applicant for On-the-Job Training?

- Eligible applicants are unemployed workers who have been displaced/laid off from their jobs
- You must meet employer's mandatory requirements  
If the mandatory requirements include WorkKeys or Prove It scores, applicants will be scheduled for testing
- If you don't have all the skills up front that are required for the job, you are still eligible to be hired. With this program, the employer will train you for their specific jobs.



#### How does it work?

- You must be registered with a resume in Indiana Career Connect at [www.indianacareerconnect.com](http://www.indianacareerconnect.com)
- Availability of On-the-Job Training will be listed in the job description in Indiana Career Connect
- Follow the directions in the job listing to apply
- You will be notified if you need to take further action. Check your message center in Indiana Career Connect.

#### On-the-Job Training general information:

- Be sure to answer all the questions under the employment status and all the interview questions under a specific job listing in Indiana Career Connect
- If you are selected, you will be employed as a full-time worker
- Benefits and working conditions must be the same as other employees
- The training period will last at least 30 days but not more than six months
- Monthly check-ins with company and trainee will be conducted

*For more information about this program visit your local WorkOne office*

# Let Us Help You Find Your Future



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

## PREPARATION FOR AND SUCCESS IN EMPLOYMENT

1. Summer employment opportunities linked to academic and occupational learning
2. Paid and unpaid work experiences
3. Occupational skill training

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

## IMPROVING EDUCATIONAL ACHIEVEMENT

4. Tutoring, study skills training, and instruction, leading to completion of secondary school including dropout prevention strategies
5. Alternative secondary school services

*Need help financing your college dream? Staying motivated?*

## SUPPORT FOR YOUTH

6. Supportive services
7. Adult mentoring
8. Follow-up services
9. Comprehensive guidance and counseling

## SERVICES TO DEVELOP THE POTENTIAL OF YOUTH AS CITIZENS AND LEADERS

10. Leadership development opportunities



### **WorkOne West Central**

820 Park East Blvd  
Lafayette, IN 47903-5529

Phone: 765-474-5411

Fax: 765-474-7036

<http://www.workonewestcentral.org/>

<http://www.in.gov/dwd/>

**If you are between the ages of 17 to 21 and you need help with any of those services: Contact your local WorkOne Office to assist you!**

*\*What to Bring With You:*

--Birth Certificate

--Social Security Card

--Photo ID

--Check Stubs: Verifying Family Income

--Public Assistance Verification

## Building Your Career Network

The importance of career networking shouldn't be discounted when you are in the midst of a job search. In fact, career networking should become a part of your daily work and career-related endeavors. Your career network should be in place for when you need it, both for job searching and for moving along the career ladder. Since you never know when you might need it, it makes sense to have an active career network, even if you don't need it today.



### Career Networking Tips

#### Who to Include in Your Career Network

Your career network should include anyone who can assist you with a job search or career move. It can include past and present co-workers, bosses, friends with similar interests, colleagues from business associations, alumni from your university, or acquaintances you have met via online networking services. Your network can also include family, neighbors, and anyone who might have a connection that will help.

#### What Your Career Network Can Do For You

Over 80% of job seekers say that their network has helped with their job search. Networking contacts can help with more than job leads. They can provide referrals to or insider information about companies you might be interested in working for. They can provide information on career fields you might want to explore or what the job market is like on the other side of the country. Your network can give you advice on where to look for jobs or review your resume. The possibilities are endless.

#### Keep in Touch - Work Your Network

Don't just contact those who can help when you have just been laid-off from your job or decide you want to look for a new position. Keep in touch with your network regularly - even if it's just a brief email to say hello and to ask how they are doing. People are more willing to help when they know who you are.

#### What You Can Do for Your Career Network

Networking shouldn't be a one way street. If you come across an interesting article or a relevant job listing, share it with your network. The point of having a career network is to have resources who can help, but you should reciprocate whenever you can.

#### Keep Track of Your Network

Keep track of your personal career network somewhere. Whether it's electronically or on paper, make sure you know who is who, where they work, and how to get in touch.

#### Online Career Networking

Online networking does work. Sites like LinkedIn, Facebook, and a variety of other online networking websites can help you get in touch with other networkers at specific companies, with college affiliations or in a certain geographic area. In addition, if you're a college graduate, your institute may have an alumni career network you can access. When networking with people you don't know, make sure that you know what you want. Are you looking for company information? Do you want to know about job opportunities? Be specific in what you ask for.

#### Networking Events

Networking in person works too. If you belong to a professional association, attend a meeting or a mixer. You'll find that many of the participants have the same goals you do and will be glad to exchange business cards. If your college alma mater holds alumni networking events (many schools hold them at locations across the country) be sure to attend.



## Economic Growth Region 4

*Serving Benton, Cass, Carroll, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren and White Counties*

# Indiana Employers Are Looking For You

### 1. What is Indiana Career Connect?

An employment web site created by the Indiana Department of Workforce Development (IDWD). The site has many features for individuals and employers.

- Individuals can search thousands of job openings currently available in Indiana. Jobseekers can find and apply for job openings which match each person's unique skills and experiences.
- The site connects employers with candidates seeking employment opportunities. Employers are also able to post job openings and search candidate resumes.

### 2. How is Indiana Career Connect different from other job search websites?

The site is the most comprehensive source of Indiana employment opportunities. This is the only site where Hoosiers will find the latest salary information for thousands of job titles and employment trends for areas throughout Indiana. You also can find information about education and training programs to enhance your current skills. All services are available to individuals and employers at no charge.

### 3. Can anyone use Indiana Career Connect?

Yes, the site is available to anyone looking for Indiana job opportunities. Indiana companies seeking qualified candidates can post current job openings or search for candidates on the site.

### 4. Why do I have to provide personal information to use the site?

Personal information is used strictly for statistical purposes and reporting by the Department of Workforce Development. All information you provide is protected by DWD on secured servers. Your personal information is held in confidence by DWD. Potential employers will only have access to your employment and career history and the information you include on a resume.

### 5. What happens once I enter my information?

If you are seeking employment, once you have registered you will be able to use all of the services on the Web site, including job searches, applying for available positions, accessing salary data and educational opportunities. If you are seeking employees, you will be able to access posted resumes and contact potential job candidates.

### 6. How often do I need to update my information?

Job Seekers as well as employers will be asked to keep current and up-to-date information on the website to make sure job postings and job candidate information is the most accurate to date.



MAKE YOUR MOVE™

To find the WorkOne nearest you,  
or for more information, visit  
[www.in.gov/dwd](http://www.in.gov/dwd).

## What Do You Communicate to Others As A Mature Job-Seeker ?

Stereotypes – both your own and others – can make your job search longer and more difficult. Watering those “weeds” will only exacerbate the situation and can lead to self-fulfilling prophecies. They affect the way you present yourself in your résumé, cover letter, and interviews. Now is the time to dispel the myths you may have about mature workers, and to learn about the strengths you bring to the next phase of your career. Consider these practical tips for improving the image you send to others as you transition to your next career.

**1. Know the stereotype and confront it.** Stereotypes exist for workers of all ages. Be prepared to let others know you are creative, energetic, and comfortable with change etc. This approach combats the typical thoughts associated with older workers.

**2. Don't stereotype yourself.** If there is something you are not comfortable with, then get comfortable with it – even if it means asking your kids!

**3. Look after yourself/appearance matters.** Stay healthy, motivated and confident and portray yourself in that manner. The best way to do this is to eat well, exercise and keep in touch with contacts and friends. Present an up-to-date appearance during all employer interactions.

**4. Don't let the process get to you.** Make no mistake about it, looking for a job (*regardless* of age) can be overwhelming. Have a plan and work your plan daily. Continue to build supports, network, submit resumes and interview.



Searching for a new job at 55 or older presents a completely new set of challenges. The Aging Worker Initiative offers supports specifically designed to enable the experienced worker to meet those challenges.

Contact Aging Worker Specialists at WorkOne — Lisa Hollis at 765-337-7679 or Scott Warner at 765-252-9459 for more information about our free services.

*This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.*



## WORKSHOPS

WorkOne is dedicated to helping Hoosiers keep pace with an ever changing world by increasing the skills of job seekers and preparing them for the workplace. WorkOne workshops can give you the competitive advantage you need. 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.

### Job Search-Related

#### **ICC Resume / Focus on Skills**

This workshop walks you through the basic steps to complete a resume on IndianaCareerConnect.com with a focus on the importance of including job skills in the Employment History section in ICC.

#### **Job Skills Inventory**

During this workshop, you will identify job skills which clearly describe yourself to employers while networking and in resumes, cover letters, interviews.

#### **Interview Basics**

This is a quick overview of the basic steps to job interviews.

#### **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.

#### **Resume Basics and Cover Letters**

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

#### **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**

Do you ever wonder if there are special secrets you need to know to have a successful interview? There are...not so much secrets as specific techniques and things you need to know before you go in. Attend the "S.T.A.R. of the Interview" workshop and learn about behavioral interviews and how to use the S.T.A.R. techniques to answer interview questions in preparation for your next job interview.

#### **Job Club / Resumes in Depth**

Resumes in Depth workshop will help you make your resume more presentable and open up more doors of opportunity. It will help you use the right tools to polish and perfect your resume by working with wording, keywords, resume types and proofreading tips to increase your visibility with employers. Professional-looking resumes result in interviews, so make sure you have a resume that gets results!

**SKILLS DEVELOPMENT IS  
OUR BUSINESS.**

## Computer Skills

### Introduction to Computers

Intro to Computers workshop will help you become familiar with computers and their use in the workplace.

### Keyboarding Basics

This workshop will help you learn and practice proper fingering techniques for accurate and efficient use of a computer keyboard increasing your typing speed and accuracy. It takes very little time to learn the basics of touch typing; allowing you to develop a skill that will help you for a lifetime!



### Microsoft Word I and II

Come to these classes to learn how to create documents that look totally professional. Work hands-on with flyers, reports, and other pieces to master text formatting, editing, shape and clip art insertion, sorting, and a wealth of other techniques. This workshop will help you to create professional looking documents such as resumes and cover letters.



### Microsoft Excel I and II

Here you will learn how to use the incredible power of Excel to create eye-catching spreadsheets that will allow you to effectively organize information and calculate values using functions. You'll work with a few different personal and business spreadsheets to learn and practice several key skills. Whether you are considering a career where organizing and displaying numerical information is important, or just wanting to work on your family budget, Excel 1 and 2 are must-attend classes!



### Microsoft PowerPoint I and II

Anyone who has ever had to give a presentation to a group of people will appreciate having skills with Microsoft PowerPoint. Learn how to create custom presentations that stand out with design themes, text boxes, clipart, pictures, and even sounds and animation. Besides its business applications, PowerPoint is just plain FUN and can be used to show off digital pictures of family, friends, and events in your personal life!

### Open Facilitated Lab

The Facilitated/Focus Lab allows individuals access to WorkOne computers with the assistance of a trained facilitator who can answer questions, provide job search and resume advice, and/or guidance for you to practice/improve various skills taught in the WorkOne workshops.

# No Cost Workshops

Up your SKILLS with a  
WorkOne Center Workshop!

## February 2011      Kokomo   Logansport   Peru

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> Job Club / Interviews 8:30 AM Intro to Computers 10:30 AM Apply for Gov't Jobs 1:30 PM	<b>2</b> Skills Identification 8:30 AM Resume Basics & Cover Letters 11:00 AM	<b>3</b> Open Facilitated Lab 8:30 AM Job Club 10:30 AM Microsoft PowerPoint 1:30 PM	<b>4</b> ICC Resume/Focus on Skills 10:30 AM Microsoft EXCEL 10:30 AM Microsoft PowerPoint 1:30 PM
<b>7</b> Microsoft WORD 9:00 AM Microsoft EXCEL 1:00 PM	<b>8</b> Keyboarding 9:00 AM Intro to Computers 11:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 3:00 PM	<b>9</b>	<b>10</b> Open Facilitated Lab 8:30 AM Job Club 10:30 AM Microsoft PowerPoint 1:30 PM	<b>11</b> Job Skills Inventory 10:30 AM Job Club/Interview 12:30 PM Job Skills Inventory 10:30 AM Open Facilitated Lab 12:30 PM
<b>14</b> Microsoft WORD 9:00 AM Microsoft EXCEL 1:00 PM	<b>15</b> Keyboarding 9:00 AM Intro to Computers 11:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 3:00 PM	<b>16</b> Job Club/Resumes in Depth 8:30 AM Job Skills Inventory 11:00 AM	<b>17</b> Open Facilitated Lab 8:30 AM Job Club 10:30 AM Microsoft PowerPoint 1:30 PM	<b>18</b> Open Facilitated Lab 10:30 AM Keyboarding 10:30 AM
<b>21</b> Microsoft WORD 9:00 AM Microsoft EXCEL 1:00 PM	<b>22</b> Keyboarding 9:00 AM Intro to Computers 11:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 3:00 PM	<b>23</b>	<b>24</b> Open Facilitated Lab 8:30 AM Job Club 10:30 AM Microsoft PowerPoint 1:30 PM	<b>25</b> ICC Resume/Focus on Skills 10:30 AM Keyboarding 12:30 PM Resume Basics & Cover Letters 10:30 AM Open Facilitated Lab 1:30 PM
<b>28</b> Microsoft WORD 9:00 AM Microsoft EXCEL 1:00 PM	Workshops listed on the calendar in <b>BLACK</b> are available at <b>Kokomo WorkOne</b> , workshops in <b>BLUE</b> are available at <b>Logansport WorkOne</b> and workshops in <b>GREEN</b> are available at <b>Peru WorkOne Express</b> .			

**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

## March 2011 Kokomo Logansport Peru

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> Keyboarding 9:00 AM Intro to Computers 11:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 3:00 PM	<b>2</b> Skills Identification 8:30 AM Resume Basics & Cover Letters 11:00 AM	<b>3</b>	<b>4</b> Facilitated Lab 10:30 AM Intro to Computers 10:30 AM Open Facilitated Lab 1:30 PM
<b>7</b> Microsoft WORD 9:00 AM Microsoft EXCEL 1:00 PM	<b>8</b> Keyboarding 9:00 AM Intro to Computers 11:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 3:00 PM	<b>9</b> Job Club / Networking 8:30 AM Apply for Jobs Online 11:00 AM	<b>10</b> Open Facilitated Lab 8:30 AM Job Club 10:30 AM Microsoft PowerPoint 1:30 PM	<b>11</b> Resume Basics & Cover Letters 10:30 AM Job Skills Inventory 1:30 PM
<b>14</b> Microsoft WORD 9:00 AM Microsoft EXCEL 1:00 PM	<b>15</b> Keyboarding 9:00 AM Intro to Computers 11:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 3:00 PM	<b>16</b> Job Club / Resumes in Depth 8:30 AM Job Skills Inventory 11:00 AM	<b>17</b> Open Facilitated Lab 8:30 AM Job Club 10:30 AM Microsoft PowerPoint 1:30 PM	<b>18</b> ICC Resume/Focus on Skills 10:30 AM Open Facilitated Lab 1:30 PM
<b>21</b> Microsoft WORD 9:00 AM Microsoft EXCEL 1:00 PM	<b>22</b> Keyboarding 9:00 AM Intro to Computers 11:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 3:00 PM	<b>23</b> Job Club / Interviews 8:30 AM Apply for Jobs Online 11:00 AM	<b>24</b> Open Facilitated Lab 8:30 AM Job Club 10:30 AM Microsoft PowerPoint 1:30 PM	<b>25</b> ICC Resume/Focus on Skills 10:30 AM Resume Basics & Cover Letters 12:30 PM Microsoft WORD 10:30 AM Microsoft PowerPoint 1:30 PM
<b>28</b> Microsoft WORD 9:00 AM Microsoft EXCEL 1:00 PM	<b>29</b> Keyboarding 9:00 AM Intro to Computers 11:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 3:00 PM	<b>30</b> Job Club / E-Learning 8:30 AM ICC Interests & Value Analyzers 11:00 AM	<b>31</b> Open Facilitated Lab 8:30 AM Job Club 10:30 AM Microsoft PowerPoint 1:30 PM	

**Free Job Seeker Workshops @ WorkOne<sup>SM</sup> West Central**

# February 2011

# Lafayette

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> Keyboarding Skills 8:30 AM Job Skills Inventory 10:00 AM Microsoft WORD 1:00 PM	<b>2</b> Keyboarding Skills 8:30 AM Intro to Computers 10:00 AM Microsoft PowerPoint 1:00 PM	<b>3</b> Apply for Jobs Online 8:30 AM ICC Resume/Focus on Skills 10:00 AM Job Club 1:30 PM	<b>4</b> Apply for Gov't Jobs 8:30 AM Job Club/E-Learning 10:00 AM Open Facilitated Lab 1:00 PM
<b>7</b> ICC Resume/Focus on Skills 1:00 PM Job Skills Inventory 2:30 PM	<b>8</b> Microsoft EXCEL 8:30 AM Apply for Jobs Online 1:30 PM	<b>9</b>	<b>10</b> Apply for Gov't Jobs 8:30 AM ICC Resume/Focus on Skills 10:00 AM Job Club/Networking 1:30 PM	<b>11</b> Interview Basics 8:30 AM Job Club/Networking 10:00 AM Open Facilitated Lab 1:00 PM
<b>14</b> Microsoft EXCEL 1:00 PM	<b>15</b> ICC Resume/Focus on Skills 8:30 AM ICC Interests/Values 10:00 AM Microsoft WORD 1:30 PM	<b>16</b> Apply for Jobs Online 8:30 AM Keyboarding Skills 10:00 AM Microsoft PowerPoint 1:00 PM	<b>17</b> Apply for Jobs Online 8:30 AM Interview Basics 10:00 AM Job Club/Resumes in Depth 1:30 PM	<b>18</b> ICC Resume/Focus on Skills 8:30 AM Job Club 10:00 AM Open Facilitated Lab 1:00 PM
<b>21</b>	<b>22</b> Resume Basics & Cover Letters 8:30 AM Job Club/E-Learning 10:00 AM Microsoft WORD 1:00 PM	<b>23</b>	<b>24</b> Intro to Computers 8:30 AM Keyboarding Skills 10:00 AM Job Club / Interview 1:30 PM	<b>25</b> ICC Resume/Focus on Skills 8:30 AM Job Club / Interview 10:00 AM Open Facilitated Lab 1:30 PM
<b>28</b> ICC Resume/Focus on Skills 8:30 AM ICC Interests/Values 10:00 AM Job Club/E-Learning 1:00 PM	<b>Open Facilitated Lab: Open computer lab time to work on your resume</b>			

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 work-  
 shop facilitator to register for a session.

## February 2011

### Crawfordsville Frankfort Williamsport

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> Job Club / Interview 10:00 AM ICC Resume/Focus on Skills 1:00 PM Apply for Jobs Online 2:00 PM	<b>2</b> ICC Resume/Focus on Skills 10:00 AM Intro to Computers 11:00 AM Open Facilitated Lab 1:00 PM	<b>3</b> Job Club / Networking 10:00 AM ICC Resume/Focus on Skills 1:00 PM Apply for Jobs Online 2:00 PM	<b>4</b> Job Club / Interview 10:00 AM Microsoft WORD 1:00 PM
<b>7</b> Intro to Computers 1:00 PM	<b>8</b> Microsoft EXCEL 10:00 AM Job Club 1:00 PM	<b>9</b> Resume Basics & Cover Letters 10:00 AM Apply for Jobs Online 11:00 AM Job Club 1:00 PM	<b>10</b> Job Club / Resumes in Depth 10:00 AM Microsoft WORD 1:00 PM	<b>11</b> Job Club / Resumes in Depth 10:00 AM Open Facilitated Lab 1:00 PM
<b>14</b> Keyboarding Skills 10:00 AM Resume Basics & Cover Letters 1:00 PM	<b>15</b> ICC Resume/Focus on Skills 10:00 AM Job Club / Resumes in Depth 1:00 PM	<b>16</b> ICC Resume/Focus on Skills 10:00 AM Interview Basics 11:00 AM Job Club / Resumes in Depth 1:00 PM	<b>17</b> Resume Basics & Cover Letters 10:00 AM Keyboarding Skills 1:00 PM Job Club / Interview 1:00 PM	<b>18</b> Open Facilitated Lab 10:00 AM Job Club / Networking 1:00 PM
<b>21</b> PRESIDENT'S DAY OFFICE CLOSED	<b>22</b> Interview Basics 11:00 AM Job Club 1:00 PM	<b>23</b> Keyboarding Skills 10:00 AM Intro to Computers 11:00 AM Job Club / Resumes in Depth 1:00 PM	<b>24</b> Intro to Computers 10:00 AM ICC Resume/Focus on Skills 11:00 AM Open Facilitated Lab 1:00PM	<b>25</b> Microsoft EXCEL 10:00 AM Open Facilitated Lab 1:00 PM
<b>28</b> Job Club / Networking 10:00 AM	Workshops listed on the calendar in <b>BROWN</b> are available at <b>Crawfordsville WorkOne</b> , workshops in <b>BLUE</b> are available at <b>Frankfort WorkOne</b> and workshops in <b>GREEN</b> are available at <b>Warren County Learning Center in Williamsport</b> .			

**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

# March 2011

# Lafayette

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> Keyboarding Skills 8:30 AM Apply for Jobs Online 11:00 AM Microsoft EXCEL 1:00 PM	<b>2</b> Intro to Computers 8:30 AM Job Skills inventory 11:00 AM Microsoft WORD 1:00 PM	<b>3</b> Apply for Gov't Jobs 8:30 AM ICC Interests & Values Analyzers 10:30 AM Job Club 1:30 PM	<b>4</b> ICC Resume/Focus on Skills 8:30 AM Job Club/Resumes in Depth 10:30 AM Open Facilitated Lab 1:30 PM
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## 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

## March 2011

### Crawfordsville Frankfort Williamsport

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> ICC Resume/Focus on Skills 10:00 AM Apply for Job Online 11:00 AM Job Club 1:00 PM	<b>2</b> ICC Resume/Focus on Skills 10:00 AM Interview Basics 11:00 AM Open Facilitated Lab 1:00 PM	<b>3</b> Job Club 10:00 AM Apply for Job Online 1:00 PM ICC Resume/Focus on Skills 2:00 PM	<b>4</b> Job Club/Resumes in Depth 10:00 AM Open Facilitated Lab 1:00 PM
<b>7</b> Keyboarding Skills 1:00 PM	<b>8</b> Job Club 10:00 AM ICC Resume/Focus on Skills 1:00 PM Interview Basics 2:00 PM	<b>9</b> Intro to Computers 10:00 AM ICC Resume/Focus on Skills 11:00 AM Job Club/Resumes in Depth 1:00 PM	<b>10</b> Job Club/Resumes in Depth 10:00 AM Intro to Computers 1:00 PM Resume Basics & Cover Letters 2:00 pm	<b>11</b> Open Facilitated Lab 10:00 AM Job Club / Networking 1:00 PM
<b>14</b> Open Facilitated Lab 1:00 PM	<b>15</b> Job Club / Interview 10:00 AM ICC Resume/Focus on Skills 1:00 PM	<b>16</b> Apply for Jobs Online Letters 10:00 AM Keyboarding Skills 11:00 AM Job Club/Resumes in Depth 1:00 PM	<b>17</b> Microsoft EXCEL 10:00 AM Job Club / Interview 1:00 PM	<b>18</b> Microsoft WORD 10:00 AM Open Facilitated Lab 1:00 PM
<b>21</b> Job Club / Resumes in Depth 10:00 AM	<b>22</b> Job Club 10:00 AM Resume Basics & Cover Letters 1:00 PM	<b>23</b> Resume Basics & Cover Letters 10:00 AM ICC Resume/Focus on Skills 11:00 AM Job Club/Interview 1:00PM	<b>24</b> Keyboarding Skills 10:00 AM ICC Resume/Focus on Skills 1:00 PM Job Club 1:00 PM	<b>25</b> Microsoft EXCEL 10:00 AM Open Facilitated Lab 1:00 PM
<b>28</b> Job Club / Networking 10:00 AM	<b>29</b> Microsoft WORD 10:00 AM ICC Resume/Focus on Skills 1:00 PM	<b>30</b> Apply for Jobs Online 10:00 AM ICC Resume/Focus on Skills 11:00 AM Job Club 1:00 PM	<b>31</b> ICC Resume/Focus on Skills 10:00 AM Interview Basics 1:00 PM Job Club/Resumes in Depth 1:00 PM	

**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

# WorkOne<sup>SM</sup>

West Central

[www.WorkOneWestCentral.org](http://www.WorkOneWestCentral.org)

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

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

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

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

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

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



**For employment and training needs, contact your local WorkOne Center**

**All Centers are open 8a.m.– 4:30p.m. - Monday—Friday**



**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.

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through Tecumseh Area Partnership, Inc.  
[www.WCA4A.org](http://www.WCA4A.org) - [www.TapIncUs.org](http://www.TapIncUs.org)