

October-November 2010

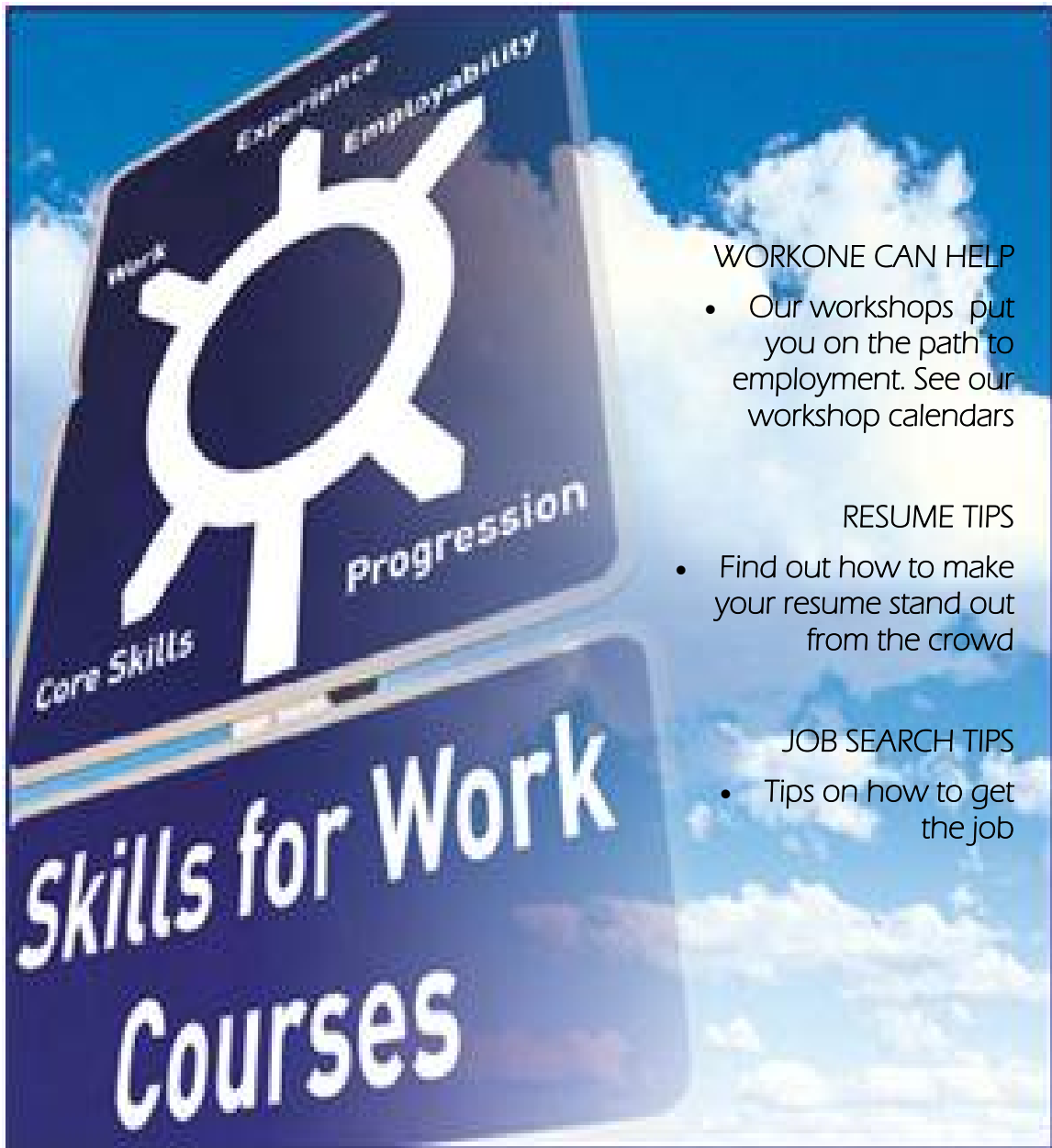
# WorkOne

Free

West Central

## CAREER CONNECT

WEST CENTRAL INDIANA REGIONAL WORKFORCE GUIDE



WORKONE CAN HELP

- Our workshops put you on the path to employment. See our workshop calendars

RESUME TIPS

- Find out how to make your resume stand out from the crowd

JOB SEARCH TIPS

- Tips on how to get the job



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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Williamsport



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

- Know Their Skills
- Improve Their Skills



**WorkOne's** 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

## Unique Services Available to Benefit You

IndianaCareerConnect.com has a variety of services available for Hoosier job seekers. Whether you are looking for a new career, seeking current job market information, or exploring skills training opportunities, IndianaCareerConnect.com can help you!

**Career Tips :** Guide job seekers through the steps needed to follow the path of selecting the ideal career and occupation.

**Skill Matching :** Finds occupations that require skills similar to the user's current occupation or previous occupation.

**Career Explorer :** Showcases what types of careers best suit the individual and highlights additional training and education options.

**Career Informer :** Highlights a specific occupation and displays information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.

**Job Market Explorer :** Analyzes the current labor market trends, including wages, employment projections and educational requirements.



**NOTE :** To collect unemployment insurance, you must post your resume on IndianaCareerConnect.com and make it visible to employers.

## Two Dozen **HOT** Tips on Resume Writing

Adapted from Yana Parker's The Resume Catalog

**1. What is a resume anyway?** Remember: A resume is a marketing piece---- not a "career obituary"! It is not a confessional either.

**2. What's a resume about?** It's not about past jobs! It's about you and how you performed in those past jobs--- which predict how you might perform in a future job.

**3. What's the fastest way to improve a resume?** Remove everything that starts with "responsibilities included..." and replace it with on the job accomplishments. (See tip #11 for one way to write them.)

**4. What is the most common mistake made by resume writers?** Leaving out their job objective! Show a sense of direction or employers won't be interested.

**5. What's the first step in writing a resume?** Decide on a job target or ("Job Objective"), say it in 5 or 6 words. Anything more is simply "fluff" indicating lack of clarity or direction.

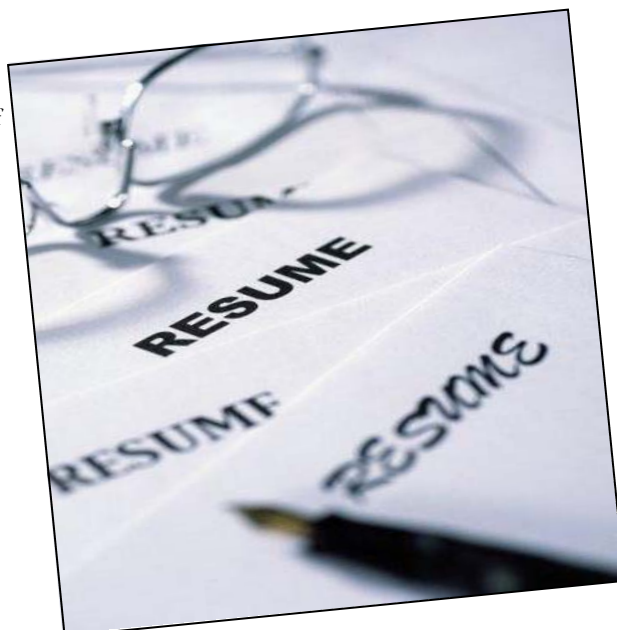
**6. Can't decide on using a Chronological or a Functional style of resume.** Choose the chronological format if staying in the same field (especially if you've been upwardly mobile). Choose a Functional if changing fields. A skills-orientated format shows off your transferable skills better and takes the focus off job-titles.

**7. What if you don't have experience in the kind of work you want to do?** Get some! Find a place that will let you do some volunteer work right away. You only need a brief period of training (1 day/week/month) to have at least some experience for your resume. Also look at past volunteer work you have done and see if any of it helps document some skills you'll need for your new job.

**8. What about gaps in your work experience?** You could start by looking at it differently. General rule: Graciously tell what you were doing, rather than leave a gap. If you were doing anything valuable (though unpaid) during those "gaps," you could just insert that into the work history section of your resume to fill the gap—for example: "2003-2005 Full Time parent" or "2002 – 2004 Maternity Leave and family management" or "Travel and study" or "Full time student plus community service"

**9. What if you have several different job objectives you're working on at the same time?** Or, if you haven't narrowed it down yet to just one job target? Then write a different resume for each different job-target. A targeted resume is much, much stronger than a generic resume.

**10. What if you have a fragmented, scrambled-up work history, with lots of short - term jobs?** To minimize the job-hopper image, combine several similar jobs into one "entry" for example "2003 – 2005 Secretary and/or receptionist: Jones Bakery, Micro Corp, Central Lab" Also you can just drop some of the less important briefest jobs. But don't drop jobs where you acquired skills or experience, even when it lasted a short time.





**11. Want to impress an employer?** Fill your resume with Action-Problem-Benefits statements. Here's an example: "Transformed a disorganized, inefficient warehouse into a smooth – running operation by totally reorganizing the layout; this saved the company over \$250,000 in recovered stock." Another: Improved engineering company's obsolete filing system by developing a sophisticated functional coding system. This saved time and money by recovering valuable, previously lost project records.

**12. What if your job title does not reflect your actual level of responsibility?** When you list it on the resume, either replace it with a more appropriate job title (say "Office Manager" instead of "Administrative Assistant", if that's more realistic) or use their job title and your more descriptive job title, i.e. "Administrative Assistant (Office Manager)."

**13. If you are over 40 and want to avoid age discrimination,** remember, you don't have to give your entire work history! Use the label "Relevant Work History" or "Recent Work History" and only cover the last 10-15 years of your experience. At the end of your 10 – 15 year work history, you could add a paragraph labeled "Prior Relevant Experience" and refer to any additional important (but ancient) jobs with skills that support the job opening.

**14. What if you never had any "real" paid jobs-- just self employed or odd jobs?** Give yourself credit, and create an accurate fair job - title for yourself. For example, "A&S Hauling and Cleaning (Self Employed)" or Household Repairman---Self Employed." Be sure to add, "Customer references available upon request" Be prepared to provide some very good references of people for whom you've worked.

**15. How far back should you go in your work history?** Far enough; and not too far! About 10 – 15 years is enough—unless your "juiciest" work experience is older.

**16. Students can make their resume look neater** by listing seasonal jobs very simply such as "Spring 2006" or "Summer 2007" rather than 6/2006 to 9/2006. (The word "Spring" can be in very tiny letters, say 8-point font size.

**17. What if you don't quite have your degree of credentials yet?** You can say "Graduate studies in Instructional Design in progress" or "Masters Degree anticipated May, 2011" or "Eligible for U.S. credentials."

**18. What if you worked for only one employer for 20 or 30 years?** List separately each different position held there. Make your job progression within the company obvious.

**19. Don't include hobbies on a resume** unless the activity is somehow relevant to your job objective, or clearly reveals a characteristic that supports your job objective. For example, a hobby of Sky Diving (adventure, courage) might seem relevant to some job objectives (Security Guard?) but not to others.

**20. Don't include ethnic or religious affiliations** (inviting pre-interview discrimination) unless it supports your job objective. For example, include "Association of Black Social Workers" if you're applying for the Director of Inner City Youth Programs.

**21. Don't mystify the reader about your sex;** They'll go nuts until they know whether or not you are male or female. So if your name is Chris or Pat or Lee or anything else not clearly male or female, use Ms. Or Mr.

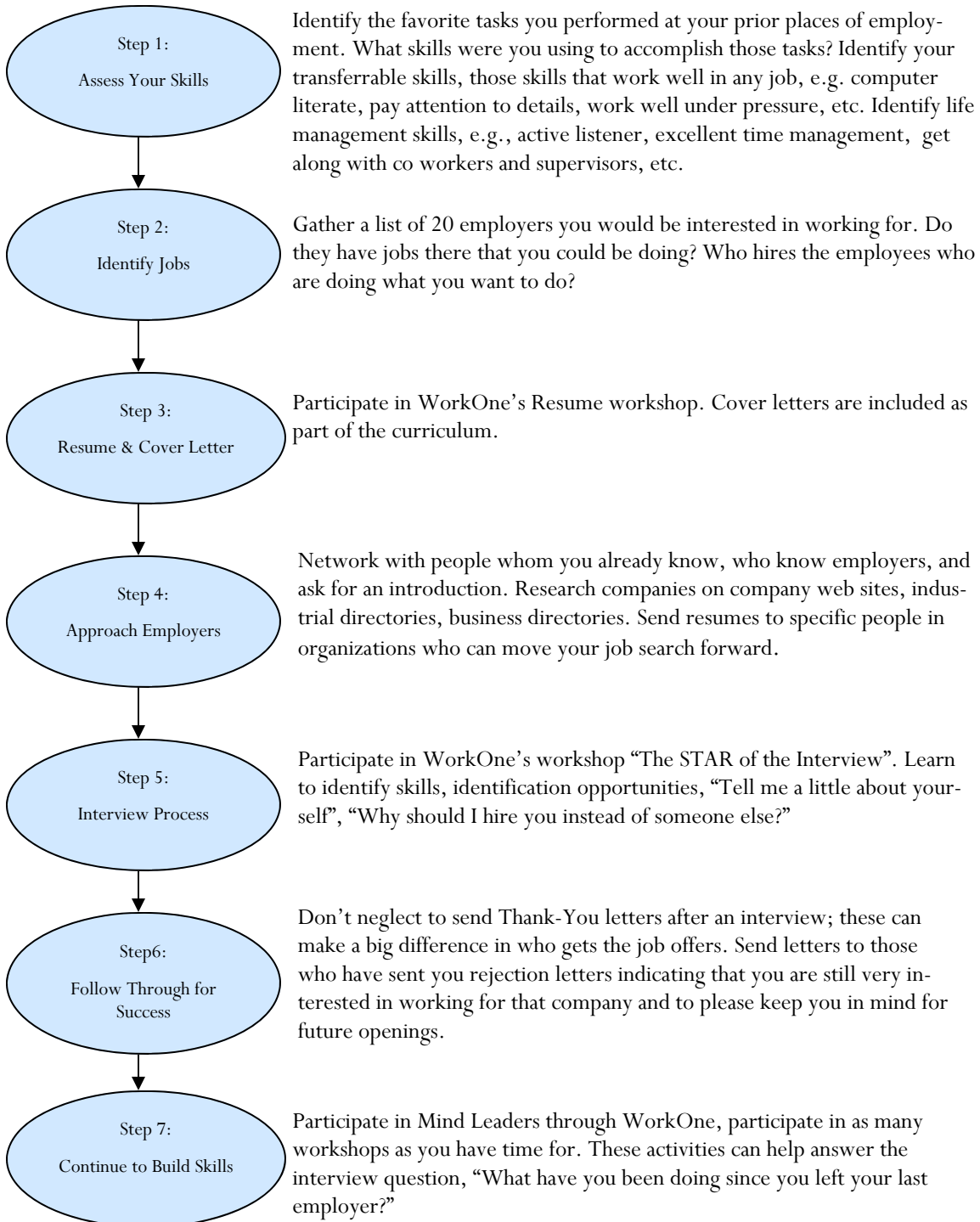
**22. Got your degree from another country?** You can say "Degree equivalent to U.S. Bachelors Degree in Economics--- Madrid, Spain"

**23. Employers HATE parchment paper** and pretentious brochure-folded resume "presentations." They think they are phony and toss them out.

**24. Don't fold a laser-printed resume right along a line of text.** The "ink" could flake off along the fold.

## Tips for Your Job Search

**Are you looking for a job? By working with your local WorkOne center, plus persistence and patience, you can be on your way to a new job. Like any work you do, you must take it one step at a time. Here are some steps to assist you in your job search:**



## Aging Worker Initiative

**A special opportunity designed for workers  
55+ where maturity really does matter.**



**AWI** is offered through WorkOne Centers in West Central Indiana. As an enrollee, you will interact with WorkOne staff and specially trained Aging Worker Specialists and will:

- Be treated with respect
- Have access to the Career Transition Hub where you will have a sense of belonging
- Be given open and honest guidance and feedback
- Access tools, resources and information to enrich your job search
- Have a clear understanding of what is expected during your participation in the program
- Receive the training that is needed to pursue an appropriate job match
- Receive recognition for progress

Just as a major trip requires organizing, packing and making travel arrangements, career transition in our mature years requires the same kind of dedication and planning. **AWI** staff work as your “travel agent” through your career transition journey to a successful destination.

Contact your local WorkOne Center or Express Site in the West Central Indiana region. You can find the contact information for a location near you at [www.workonewestcentral.org/](http://www.workonewestcentral.org/)

**Changing Places, Changing Time,  
Changing Direction, Changing Focus**

*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.*



## 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: Ready to Go Resume

Created specifically to help you get your resume up and running on the Indiana Career Connect website. We'll go over some of the tips to use to make the process easier and provide you with instruction on the 18 steps to build your resume from the ground, up. From here, you can go on to register for the next step in the process, [Resumes for Results](#).

#### Resumes for Results

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 it as you'll learn how to target employers' needs, use better word choices, identify keywords, and more. Professional-looking resumes result in interviews, so make sure you've got a resume that gets RESULTS!

#### ICC Interests/Values Analyzer

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

#### Resumes for Professionals

A workshop intended for white collar, degreed professionals who are interested in benefitting from proven advice on resume writing. We'll discuss topics such as skill identification, using action words to create interest, choosing keywords, writing effective cover letters. We will also look at several good and not so good examples of professional resumes to generate ideas.

#### Networking Boot Camp

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. Learn techniques in this workshop that will help you increase exposure to people who can actually help you find jobs.

#### Interviewing Boot Camp

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. We can help you take the fear out of interviews by giving you useful advice on preparing for them.

#### Job Change Boot Camp

So, your job ended. Now what do you do? First you have to learn to cope with what's happened. Then you must find a way to move on. In this workshop we'll talk about strategies to help you recover, re-think the way you see things, and carve out a new life for yourself.

#### Internet Investigation

Using the Internet to research careers, employers and job postings? Ever find yourself following so many links that you end up lost? This workshop will help you conduct a more organized job search using Indiana Career Connect, saving you time and frustration. Stop spinning your wheels and come investigate with us!

**SKILLS DEVELOPMENT IS  
OUR BUSINESS.**

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## Computer Skills

### Introduction to Computers

Intro to computers starts with basic information about hardware, operating systems, and input device, then flows into how to use the mouse, access the Internet, and open/close software programs.

### Keyboarding Basics

Our Touch Typing course helps you to increase 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! Save yourself hours of time and learn to touch type.



### 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.



### 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!

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### Social Media

LinkedIn, Facebook, and Twitter. What do these websites have to do with you and your job search? Possibly quite a bit! Traditional networking (face-to-face contact with lots of people) is beneficial since it increases your visibility in the job market. However, the newest way to network is online and it's growing in importance. This workshop will help you understand how to get into social media websites and use them to connect with friends, family, colleagues, and even potential employers. In addition, find out how companies and organizations use these sites to sell products, promote causes, and recruit employees!

### Focus on Skills

Take advantage of the power of Indiana Career Connect to pinpoint and market the skills employers need to see that you possess. Use ICC's Career Explorer to modify and expand the list of job skills generated by your resume. Let ICC produce a roster of jobs that would be a good fit with those skills. From there you can instantly conduct research on any of those careers or you can check to see how well your skills match the requirements for any given job.

# No Cost Workshops

Up your SKILLS with a  
WorkOne Center Workshop!

# October 2010 Kokomo Logansport Peru

Monday	Tuesday	Wednesday	Thursday	Friday
<p>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>.</p>				<p><b>1</b></p> <p>Resume 4 Results 10:30 AM Keyboarding 12:30 PM Focus on Skills 1:30 PM</p>
<p><b>4</b></p>	<p><b>5</b></p>	<p><b>6</b></p>	<p><b>7</b></p>	<p><b>8</b></p> <p>ICC: Ready2Go Resume 8:30 AM Intro to Computers 10:30 AM Focus Lab 12:30 PM</p>
<p><b>11</b></p> <p><b>Columbus Day Office Closed</b></p>	<p><b>12</b></p> <p>Resumes for Professionals 9:00 AM ICC: Ready2 Go Resume 1:30 PM</p>	<p><b>13</b></p> <p>Interviewing Boot Camp 8:30 AM Word 1 10:30 AM Word 2 1:30 PM</p>	<p><b>14</b></p> <p>Focus Lab 8:30 AM Job Club 10:30 AM</p>	<p><b>15</b></p> <p>Resumes 4 Results 10:30 AM Interviewing Boot Camp 12:30 PM Word 1 10:30 AM Keyboarding 1 12:30 PM</p>
<p><b>18</b></p> <p>Internet Investigation 8:30 AM Excel 1 10:30 AM Excel 2 1:30 PM</p>	<p><b>19</b></p> <p>Intro to Computers 8:30 AM Intro to Computers 10:30 AM E-Learn/MindLeaders 1:30 PM</p>	<p><b>20</b></p> <p>ICC: Ready2Go Resume 8:30 AM Resume Word Power 10:30 AM Interst/Values Analyzer 1:30 PM</p>	<p><b>21</b></p> <p>Focus Lab 8:30 AM Job Club 10:30 AM</p>	<p><b>22</b></p> <p>ICC: Ready2Go Resume 10:30 AM E-Learn/MindLeaders 12:30 PM Internet Investigation 1:30 PM</p>
<p><b>25</b></p> <p>Keyboarding 8:30 AM Job Change Boot Camp 10:30 AM Focus on Skills 1:30 PM</p>	<p><b>26</b></p> <p>Word 1 8:30 AM Word 2 10:30 AM Government Jobs 1:30 PM</p>	<p><b>27</b></p> <p>Resume Word Power 8:30 AM PowerPoint 1 10:30 AM Social Media 1:30 PM</p>	<p><b>28</b></p> <p>Focus Lab 8:30 AM Job Club 10:30 AM</p>	<p><b>29</b></p> <p>Resumes 4 Results 10:30 AM Networking Boot Camp 12:30 PM Resumes 4 Results 10:30 AM ICC: Ready2Go Resume 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

# November 2010

Kokomo Logansport Peru

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> Excel 1 8:30 AM Excel 2 10:30 AM How to Apply ONLINE 1:30 PM	<b>2</b> Election Day Office Closed	<b>3</b> Resumes for Professionals 9:00 AM	<b>4</b> Focus Lab 8:30 AM Job Club 10:30 AM	<b>5</b> Interst/Values Analyzer 8:30 AM ICC: Ready2Go Resume 10:30 AM Word 1 12:30 PM
<b>8</b> Focus on Skills 8:30 AM Word 1 10:30 AM Word 2 1:30 PM	<b>9</b> Internet Investigation 8:30 AM PowerPoint 10:30 AM Government Jobs 1:30 PM	<b>10</b> ICC: Ready2Go Resume 8:30 AM Networking Boot Camp 10:30 AM Keyboarding 1:30 PM	<b>11</b> Veterans Day Office Closed	<b>12</b> Resume Reconstruction 8:30 AM Resume Reconstruction 10:30 AM Resume 4 Results 12:30 PM
<b>15</b> Social Media 8:30 AM Resume 4 Results 10:30 AM Resume Word Power 1:30 PM	<b>16</b> Intro to Computers 8:30 AM Intro to Computers 2 1:30 PM Resume Word Power 1:30 PM	<b>17</b> Interviewing Boot Camp 8:30 AM Job Change Boot Camp 10:30 AM How to Apply ONLINE 1:30 PM	<b>18</b> Focus Lab 8:30 AM Job Club 10:30 AM	<b>19</b> Resume Reconstruction 8:30 AM Resume Reconstruction 10:30 AM ICC: Ready2Go Resume 12:30 PM
<b>22</b> Interst/Values Analyzer 8:30 AM Focus on Skills 10:30 AM ICC: Ready2Go Resume 1:30 PM	<b>23</b> Networking Boot Camp 8:30 AM Word 1 10:30 AM Word 2 1:30 PM	<b>24</b> Keyboarding 8:30 AM How to Apply ONLINE 10:30 AM PowerPoint 1:30 PM	<b>25</b> Thanksgiving Office Closed	<b>26</b> Holiday Office Closed
<b>29</b> Internet Investigation 8:30 AM Resume Word Power 10:30 AM Social Media 1:30 PM	<b>30</b> ICC: Ready2Go Resume 8:30 AM Interviewing Boot Camp 10:30 AM Government Jobs 1:30 PM	<p style="text-align: center;"><b>No Workshops are available at Peru in November.</b></p> <p>Workshops are available to any WORKONE registered client. Please see a WORKONE representative or workshop facilitator to sign up for a session.</p> <p>Focus Labs: Open computer lab time to work on your resume, MindLeaders courses or apply for jobs online.</p>		

**Free Job Seeker Workshops**  
 @ **WorkOne**  
 West Central

# October 2010

# Lafayette

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Facilitated Lab: Open computer lab time to work on your resume, MindLeaders courses or apply for jobs online.</b></p>				<p><b>1</b> Intro to Computers 8:30 AM Facilitated Lab 1:00 PM</p>
<p><b>4</b> Intro to Computers 1:30 PM</p>	<p><b>5</b> ICC: Ready2Go Resume 8:30 AM Government Jobs 1:30 PM</p>	<p><b>6</b> Word 1 8:30 AM Keyboarding 1:30 PM</p>	<p><b>7</b> Excel 1 8:30 AM Job Club 1:30 PM</p>	<p><b>8</b> Resumes 4 Results 8:30 AM Facilitated Lab 1:00 PM</p>
<p><b>11</b> Columbus Day Office Closed</p>	<p><b>12</b> Internet Investigation 8:30 AM Job Change Boot Camp 1:30 PM</p>	<p><b>13</b> ICC: Ready2Go Resume 8:30 AM Resumes 4 Results 1:30 PM</p>	<p><b>14</b> Word 1 8:30 AM Interviewing Boot Camp 1:30 PM</p>	<p><b>15</b> Resumes 4 Results 8:30 AM Facilitated Lab 1:00 PM</p>
<p><b>18</b> ICC: Ready2Go Resume 1:30 PM</p>	<p><b>19</b> ICC: Ready2Go Resume 8:30 AM Excel 1 1:30 PM</p>	<p><b>20</b> Resumes 4 Results 8:30 AM Internet Investigation 1:30 PM</p>	<p><b>21</b> Government Jobs 8:30 AM Job Club 1:30 PM</p>	<p><b>22</b> ICC: Ready2Go Resume 8:30 AM Facilitated Lab 1:00 PM</p>
<p><b>25</b> ICC: Ready2Go Resume 1:30 PM</p>	<p><b>26</b> Job Change Boot Camp 8:30 AM Internet Investigation 1:30 PM</p>	<p><b>27</b> Keyboarding 8:30 AM Resumes 4 Results 1:30 PM</p>	<p><b>28</b> Interviewing Boot Camp 8:30 AM Job Club 1:30 PM</p>	<p><b>29</b> Networking Boot Camp 8:30 AM Facilitated Lab 1:00 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.**

# October 2010

## Crawfordsville Frankfort Williamsport

Monday	Tuesday	Wednesday	Thursday	Friday
<p>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>.</p>				<p><b>1</b> Resume 4 Results 10:00 AM Job Club/Interviewing Boot Camp 1:00 PM</p>
<p><b>4</b> Intro to Computers Facilitated Lab 1:00 PM</p>	<p><b>5</b> Resumes 4 Results 10:00 AM Job Club/Interviewing Boot Camp 1:00 PM</p>	<p><b>6</b> Resumes 4 Results 9:00 AM Intro to Computers/ Facilitated Lab 11:00 AM Job Club/Word 1 1:30 PM</p>	<p><b>7</b> Resumes 4 Results/Job Club 10:00 AM Intro to Computers/ Facilitated Lab 1:00 PM</p>	<p><b>8</b> Job Club/Application Tips 10:00 AM Job Club/Internet Investigation 1:00:00 PM</p>
<p><b>11</b> Columbus Day Office Closed</p>	<p><b>12</b> Job Club/Word 1 10:00 AM ICC: Ready2Go Resume/ Facilitated Lab 1:00 PM</p>	<p><b>13</b> Resumes 4 Results 9:00 AM Job Club/Job Change Boot Camp 11:00 AM Keyboarding/Facilitated Lab 1:30 PM</p>	<p><b>14</b> ICC: Ready2Go Resume/ Facilitated Lab 10:00 AM Job Club/Excel 1/Word 1 1:00PM</p>	<p><b>15</b> Job Club/PowerPoint 10:00 AM Resumes 4 Results 1:00 PM</p>
<p><b>18</b> Internet Investigation/ Facilitated Lab 10:00 AM</p>	<p><b>19</b> Job Club/Job Change Boot Camp 10:00 AM Resumes 4 Results 1:00 PM</p>	<p><b>20</b> Job Club/Networking Boot Camp 9:00 AM Job Club/PowerPoint 1 11:00 AM ICC: Ready2Go Resume/ Facilitated Lab 1:00 PM</p>	<p><b>21</b> Keyboarding/Facilitated Lab 10:00 AM Resumes 4 Results/Job Club 1:00 PM</p>	<p><b>22</b> Job Club/Interviewing Boot Camp 9:00 AM Resumes 4 Results 1:00 PM</p>
<p><b>25</b> Keyboarding/ Facilitated Lab 10:00 AM</p>	<p><b>26</b> Job Club/Application Tips 10:00:00 AM ICC: Ready2Go Resume/ Facilitated Lab 1:00 PM</p>	<p><b>27</b> Job Club/Networking Boot Camp 9:00 AM Internet Investigation/ Facilitated Lab 11:00 AM Resumes 4 Results 1:30 PM</p>	<p><b>28</b> Job Club/Interviewing Boot Camp 10:00 AM Internet Investigation/ Facilitated Lab 1:00 PM</p>	<p><b>29</b> Job Club/Interviewing Boot Camp 9:00 AM ICC: Ready2Go Resume/ Facilitated Lab 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

## November 2010

## Lafayette

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>  ICC: Ready2Go Resume 1:30 PM	<b>2</b> <b>Election Day</b> <b>Office Closed</b>	<b>3</b> ICC: Ready2Go Resume 8:30 AM Interviewing Boot Camp 1:30 PM	<b>4</b> Resumes 4 Results 8:30 AM Job Club 1:30 PM	<b>5</b> Intro to Computers 8:30 AM Facilitated Lab 1:00 PM
<b>8</b>  Intro to Computers 10:30 AM	<b>9</b> ICC: Ready2Go Resume 8:30 AM Government Jobs 10:30 AM	<b>10</b> Word 1 8:30 AM Keyboarding 10:30 AM	<b>11</b> <b>Veterans Day</b> <b>Office Closed</b>	<b>12</b> Resumes 4 Results 8:30 AM Facilitated Lab 1:00 PM
<b>15</b>  ICC: Ready2Go Resume 1:30 PM	<b>16</b> Internet Investigation 8:30 AM Job Change Boot Camp 1:30 PM	<b>17</b> ICC: Ready2Go Resume 8:30 AM Resumes 4 Results 1:30 PM	<b>18</b> Word 1 8:30 AM Interviewing Boot Camp 1:30 PM	<b>19</b> Resumes 4 Results 8:30 AM Facilitated Lab 1:00 PM
<b>22</b>  ICC: Ready2Go Resume 1:30 PM	<b>23</b> ICC: Ready2Go Resume 8:30 AM Excel 1 1:30 PM	<b>24</b> Resumes 4 Results 8:30 AM Internet Investigation 1:30 PM	<b>25</b> <b>Thanksgiving</b> <b>Office Closed</b>	<b>26</b> <b>Holiday</b> <b>Office Closed</b>
<b>29</b>  ICC: Ready2Go Resume 1:30 PM	<b>30</b> Job Change Boot Camp 8:30 AM Internet Investigation 1:30 PM	Facilitated Lab: Open computer lab time to work on your resume, MindLeaders courses or apply for jobs online.		

# No Cost Workshops

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

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# November 2010

## Crawfordsville Frankfort Williamsport

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> Intro to Computers/ Facilitated Lab 10:00 AM	<b>2</b> Election Day Office Closed	<b>3</b> Resumes 4 Results 9:00 AM Keyboarding/Facilitated Lab 11:00 AM Job Club/Word 1 1:30 PM	<b>4</b> Resumes 4 Results/ Job Club 10:00:00 AM ICC: Ready2Go Resume/ Facilitated Lab 1:00 PM	<b>5</b> Job Club/Interviewing Boot Camp 10:00 AM ICC: Ready2Go Resume/ Facilitated Lab 1:00 PM
<b>8</b> Job Club/Interviewing Boot Camp 1:00 PM	<b>9</b> ICC: Ready2Go Resume/ Facilitated Lab 10:00 AM Resumes 4 Results 1:00 PM	<b>10</b> Resumes 4 Results 9:00 AM Intro to Computers/ Facilitated Lab 11:00 AM Job Club/Word 1 1:30 PM	<b>11</b> Veterans Day Office Closed	<b>12</b> Job Club/Application Tips 10:00 AM Job Club/Internet Investigation 1:00 PM
<b>15</b> Job Club/Word 1 1:00 PM	<b>16</b> Internet Investigation/ Facilitated Lab 10:00 AM Resumes 4 Results 1:00 PM	<b>17</b> Resumes 4 Results 9:00 AM Job Club/Job Change Boot Camp 11:00 AM Keyboarding/Facilitated Lab 1:30 PM	<b>18</b> Keyboarding/Facilitated Lab 10:00 AM Resumes 4 Results/ Job Club 1:00:00 PM	<b>19</b> Job Club/PowerPoint 10:00 AM Resumes 4 Results 1:00 PM
<b>22</b> Job Club/Job Change Boot Camp 10:00 AM	<b>23</b> Keyboarding/Facilitated Lab 10:00 AM Resumes 4 Results 1:00 PM	<b>24</b> Job Club/Networking Boot Camp 9:00 AM Job Club/Excel 1 11:00 AM ICC: Ready2Go Resume/ Facilitated Lab 1:00 PM	<b>25</b> Thanksgiving Office Closed	<b>26</b> Holiday Office Closed
<b>29</b> ICC: Ready2Go Resume/ Facilitated Lab 10:00 AM	<b>30</b> Job Club/Networking Boot Camp 10:00 AM ICC: Ready2Go Resume/ Facilitated Lab 1:00 PM	Workshops listed on the calendar in <b>BROWN</b> are available at Crawfordsville WorkOne, workshops in <b>BLUE</b> are available at Frankfort WorkOne and workshops in <b>GREEN</b> are available at Warren County Learning Center in Williamsport.		

**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

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.

Oversight provided by  
Region 4 Workforce Board—the “Alliance ‘4’ Advancement”  
through Tecumseh Area Partnership, Inc.  
[www.WCA4A.org](http://www.WCA4A.org) - [www.TapIncUs.org](http://www.TapIncUs.org)