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Monday	Tuesday	Wednesday	Thursday	Friday
				1
				Effective Applications 10:00-11:15 
4	5	6	7	8
Navigating Cash Flow 10:00 – 12:00 	Motivation 2:00 – 3:30  ABC's of a Winning Resume 9:30 – 10:45  Navigating Cash Flow 5:30 – 7:30 <b>Sheldon Branch Library</b>	Job Search Strategies 2:30 – 3:45 	Job Search Strategies 3:00 – 4:15  Employment Clinic 4:00 – 6:00 Downtown Library	Overcoming a Criminal Background Barrier 9:30-11:00 
11	12	13	14	15
ABC's of a Winning Resume 2:30 – 3:45 	GCF Learn Free 10:00-11:00  Navigating Cash Flow 5:30 – 7:30 <b>Bethel Branch Library</b>	Ethics, Time Management & Dependability 10:00 – 11:30 	Effective Applications 3:00 – 4:15 	Interview Techniques 1:30 – 3:30 
18	19	20	21	22
What If 10:00 – 12:00 	Job Search Strategies 9:30 – 10:45 	Overcoming a Criminal Background Barrier 2:00 – 3:30 	IDA Orientation 4:00-5:00  Employment Clinic 4:00 – 6:00 Downtown Library	Motivation 10:00 – 11:30  <hr/> Job Search Strategies 2:30 – 3:45 
25	26	27	28	29
<b>New Workshop!</b>  Teamwork & Career Development 10:00 - 11:30 	Interview Techniques 9:00-11:00 		Overcoming a Criminal Background Barrier 2:30 – 4:00 	Ethics, Time Management & Dependability 2:00 – 3:30 
 <b>Seneca</b> <b>Job Connections</b> 855 Seneca Road Eugene, OR 97401 (541) 431-3309	 <b>Springfield</b> <b>Job Connections</b> 102 30 <sup>th</sup> Street Springfield, OR 97478 (458) 205-8157	 <b>Catholic</b> <b>Community Services</b> 1025 G Street Springfield, OR 97477 (541) 345-3628		

Sign up for workshops online: [www.goodwill-oregon.org/jobconnections](http://www.goodwill-oregon.org/jobconnections) or at any Job Connections Location.

## EMPLOYMENT WORKSHOPS AND CLINICS

### ABC'S OF A WINNING RESUME

Increase your understanding of how your resume and cover letter are used in the job search process and make sure they target your career goals. Learn how to compose a resume that reflects your strengths and explore different resume formats.

### INTERVIEW TECHNIQUES

Provides information, ideas, and tools to prepare you for a job interview. Learn what you should research and how to present yourself. Get a chance to put your interviewing skills into practice. The better prepared you are the less nervous you will be.

### GCF LearnFree: ONLINE COMPUTER TRAINING

Need to improve your typing skills or learn Microsoft Word or Excel? Come and see what GCF LearnFree has to offer in self-paced individual learning modules and online classes that you can do on your own.

**Pre-registration recommended.**

**Limit of eight (8) participants.**

### EFFECTIVE APPLICATIONS

Stand out above other applicants and develop an application that will "wow" employers. In this workshop, you will learn the rules necessary for effective application completion and the resources available to easily complete it.

### MOTIVATION

"A great attitude becomes a great day, month, year, and then a great life." Discover what motivates you and what shapes your attitude towards work and the world around you

### **NEW CLASS!** **Teamwork & Career Development**

#### **Introducing: Teamwork & Career Development**

How working well in a group setting can help you and others achieve mutual goals and the process of managing learning, work, leisure, and life transitions in order to move toward your career goals.

### JOB SEARCH STRATEGIES

Is your job search stagnant? Do you need new ideas to jumpstart your finding a job? The workshop will cover four proven methods: direct response, cold calling, networking, and stepping stone, to help you obtain the job you are looking for.

### OVERCOMING A CRIMINAL BACKGROUND BARRIER

Learn job search techniques that address your criminal background. Learn about tax credits, how to explain felony convictions on applications and in interviews, and create a statement of change.

### ETHICS, TIME MANAGEMENT & DEPENDABILITY

The basic concepts of acceptable workplace conduct and equality of all in the workforce, how to budget your time since it cannot be stored—you only get 24 hours in a day, and how dependability can lead to job security.

## FINANCIAL WORKSHOPS

### BASIC MONEY MATTERS

Savings, budget, daily money management ideas, debt strategy, and basic rules regarding money.

### DEALING WITH THE DEBT MONSTER

Learn strategies to reduce debt and turn your debt into manageable expenses.

### NAVIGATING CASH FLOW

Learn how to identify spending leaks and potential saving strategies as you track expenses.

### WHAT IF...

Create a step by step action plan to prepare for the unexpected.

## WORKSHOPS by LOCATION

### SENECA JOB CONNECTIONS

Interview Techniques	Fri 3/15	Tues 3/26
Effective Applications	Fri 3/1	
ABC's of a Winning Resume	Mon 3/11	
Job Search Strategies	Wed 3/6	Fri 3/22
Overcoming a Criminal Background Barrier	Fri 3/8	Wed 3/20
Motivation	Tue 3/5	Fri 3/22
Ethics, Time Management & Dependability	Wed 3/13	Wed 3/27
GCF Learn Free	Tues 3/12	

### CATHOLIC COMMUNITY SERVICES

ABC's of a Winning Resume	Tues 3/5
Job Search Strategies	Tues 3/19

### FINANCIAL WORKSHOPS

#### Held at Seneca Job Connections

Navigating Cash Flow	Mon 3/4
What If	Mon 3/18
IDA Orientation	Thurs 3/21

### FINANCIAL WORKSHOPS

#### Held at Bethel & Sheldon Library

Navigating Cash Flow @ Sheldon Library	Tues 3/5
Navigating Cash Flow @ Bethel Library	Tues 3/12

### SPRINGFIELD JOB CONNECTIONS

Job Search Strategies	Thurs 3/7
Effective Applications	Thurs 3/14
Overcoming a Criminal Background	Thurs 3/28

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