

October—November 2014

WorkOne[®]

West Central

FREE

CAREER CONNECT

WEST CENTRAL INDIANA REGIONAL WORKFORCE GUIDE



- Upgrade Your Skills with No-Cost Workshops

- Training Scholarships Available for Certified Production Technician

WorkOne[®] 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 provides the following technology resources to assist with your work search activities

- Public computers
- Internet access
- Faxes

Moving Forward TOGETHER ...Career Transition Hubs



Are you aware of what a Career Transition Hub (CTH) can do for you as a job seeker? If you are a person with a disability or a Social Security Disability Beneficiary receiving SSDI or SSI., then participating in a once a week Career Transition Hub may help you build commitment, affirm your skills, and explore new methods to job hunt and achieve employment. CTH is a group of people with a common circumstance (unemployment) who come together as

individuals in a spirit of cooperation. The group was formed as a service within the Indiana Disabilities Employment Initiative (DEI), and each is led by a professional WorkOne Transition Facilitator. 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 may choose to join with others who share mutual interests and concerns. Group members often provide emotional, social, and practical support to each other.



Two DEI 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 provided 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 a person with a disability seeking employment. You're encouraged to become a part of this exciting opportunity. To learn more about WorkOne's Career Transition Hubs contact:

Susie Perkins, Disability Employment Coordinator
765-252-9455
sperkins@tap.lafayette.in.us



Business Professional Exchange

A fellowship dedicated to assisting white collar professionals re-entering the labor market has been established for the region.

The Business & Professional Exchange (BPE) provides business and professional staff and middle- and upper-level managers with a forum to develop re-employment strategies and to network with employers and one another on a weekly basis.



Employers are encouraged to utilize BPE as a potential source for filling their white collar position vacancies. From an HR perspective, BPE is a great place to find qualified and experienced professionals. At any given Monday or Tuesday morning BPE meeting, one could find Electrical, Mechanical, Industrial Engineers, Human Resource Officers, Project Directors, and Equipment Manufacturer Sales Professionals with international experience managing multi-million dollar accounts.

BPE invites you to check us out. To attend meetings in either Lafayette or Kokomo, or to distribute or receive additional information, simply contact:

Chris Waymire, the local BPE chapter president
(765) 807-0883 or cwaymire@tap.lafayette.in.us

<p>Lafayette Monday 8:00 Faith Community Center 5572 Mercy Way 1 mile East of Meijer on St. Rd. 26 E.</p>	<p>Kokomo Tuesday 8:30 Inventrek Technology Center 700 E. Firmin St Conference Room 2-A</p>
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WorkOne® Services

Indiana Career Connect

IndianaCareerConnect.com is the #1 source of jobs in Indiana. Find a career close to home that matches your skills and experience or explore training opportunities to help you get the job you want. Search over 99,000 jobs located in your back yard for free!

Hoosier Hot 50 Jobs

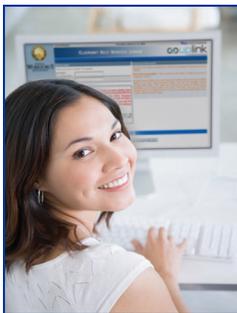
The Hoosier Hot 50 is a listing of the 50 fastest growing, high-wage jobs of tomorrow. This listing show what jobs will be the most in-demand by 2018 in the state of Indiana. Take a moment to explore the profiles of each position online at www.HoosierHot50.com. Inside each job listing you'll meet a Hoosier who will give you an inside look at the position, along with salary information and education/training requirements.

WorkINDiana

Fast-track your future! Take your skills to the next level with WorkINDiana. The WorkINDiana program allows you to earn your GED and a career certificate at the same time, giving you the boost you need to get the job you want. Pick from 15 different certificates ranging from Certified Nurse Assistant to Computer technician. Choose a program today and start earning tomorrow! Visit www.in.gov/dwd/adulted.htm for more information or stop by your local WorkOne to choose a program today.

Indiana Career Explorer

Whether you're looking for a new career or exploring career and college options, this online tool provides all the resources you will need to make it happen for you. Visit www.IndianaCareerExplorer.com and take control of your future. It is fast, easy and free!



Applying for Unemployment Benefits

If you are currently unemployed due to no fault of your own, you may be eligible for unemployment insurance benefits. You may file your application for benefits at any WorkOne Center or using Uplink, Indiana's unemployment insurance filing system from a computer with Internet access

www.in.gov/dwd/unemployment

Don't forget to check out the online tutorial before you get started!

For more information visit WorkOneWorks.com

Visit your local WorkOne Center. www.workonewestcentral.org

This WIA Title 1-funded program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

WIN Career Readiness Courseware

Worldwide Interactive Network (WIN) Courseware is free online training available to Hoosier job seekers 24 hours a day, 7 days a week so you can work at your own pace. WIN can give you the boost you need to update your skills and stay competitive in the job market. Visit Indiana's WIN website, <http://ingov.wincshost.com>

National Career Readiness Certificate

The National Career Readiness Certificate proves you have the skills needed to succeed in the workplace and shows Hoosier employers you have what it takes to do the job. Visit your local WorkOne and find out how to get certified today.

Veteran Services

At WorkOne, veterans go to the front of the line and each office has an onsite veteran's representative that assists with employment needs. Services provided to veterans include: direct job referrals, resume development, training and grant assistance, interview coaching and much more. Speak to a veteran's representative at your local WorkOne or visit www.in.gov/dwd/2424.htm for more information.

Youth Services

WorkOne youth services can help you get the education and training you need to be successful. You will be paired with a Career Coach for one-on-one counseling and personalized support. Together you will develop goals and achieve success through career planning, training and mentoring that can lead to job placement. If you are between the ages of 16-21, visit your local WorkOne for more information.

Adult Basic Education & High School Equivalency Diploma

Adult Basic Education (ABE)

The mission of the Adult Basic Education (ABE) program is to provide instruction in the basic skills of reading, writing, and mathematics to adult learners in order to prepare them for transitioning into the labor market or higher academic or vocational training.

High School Equivalency (HSE) Preparation

Why do people take the High School Equivalency tests? Students who have not yet graduated from high school generally consider the High School Equivalency Diploma for one of two reasons: to continue their education and get into college, or to get a job that requires a high school diploma. The High School Equivalency Diploma is widely accepted by employers as an alternative to a traditional high school diploma from an accredited high school.

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

765-764-1880

Oxford Head Start (evenings)
105 S. Howard Street
Oxford, IN 47971

Fowler Library (days)
102N. Van Buren Avenue
Fowler, IN 47944

Boswell Library
101 E. Main Street
Boswell, IN 47921

Carroll County

Delphi Adult Resources for Education

765-476-2920
Armory Building
711 Armory Road
Delphi, IN 46923

Cass County

Logansport Community School Corporation Adult Learning Center

574-722-2912
2815 East Market Street
Logansport, IN 46947

Clinton County

Frankfort Adult Learning Center (FALC)

765-654-9505
50 S. Maish Road
Frankfort, IN 46041

Purdue Extension Learning Network-Clinton County

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

Fountain County

Fountain County Adult Education

765-764-1880
Covington Library
622 5th Street
Covington IN 47932

Attica Library
305 S. Perry Street
Attica, IN 47918

Howard County

Kokomo Adult Education

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

Miami County

Miami County Adult Education Association

765-432-0998
19 N. Park Drive
Peru, IN 46970

Montgomery County

Crawfordsville Adult Resource Academy (CARA)

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

Tippecanoe County

Lafayette Adult Resource Academy (LARA)

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

Tipton County

Tipton Adult Education

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

Warren County

Warren County Learning Center

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

White County

White County Academic Skills Center

574-583-5158
315 North Illinois Street, Suite B
Monticello, IN 47960



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 HSE?

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 are you between the ages of 17 to 21 and need help with any of these services, contact your local WorkOne office to assist you!



Empowering Young Adults to reach their full potential through education, training and employment opportunities.

HIRE PATHWAYS offers young adults, ages 17-21, assistance with education, employment and training services such as:



- Attaining a HSE
- Attaining a high school diploma
- Transition assistance to college
- Occupational skills training
- Work readiness training
- Job placement assistance
- Work experience assistance

ADVANCING MANUFACTURING

What is Advancing Manufacturing?

Check out the NEW Advancing Manufacturing video

<http://youtu.be/bDImhSMbV5w>



We Have Jobs Here

Advancing Manufacturing has the jobs you are looking for with the area's top manufacturing employers!

We Have Training Here

Are you interested in a career in manufacturing?

Certified Production Technician training scholarships are available

Certified Production Technician preferred by these manufacturers:

Accuburn, AdKev, C & D Battery, Caterpillar Large Engine Center, Dean Baldwin Painting, Drug Plastics and Glass, Federal Mogul, Girtz Industries, Holscher Products, Kirby Risk, Kuri Tech, Lafayette Instrument Company, Marion Industries, Nanshan America Aluminum Inc., Oerlikon Fairfield, Oscar Winski, Oxford-House, Powell Systems, Subaru of Indiana Automotive, TMF Center, Tru-Flex Metal Hose, TRW, voestalpine Rotec, Wabash National Corporation

For more information visit: www.advancingmanufacturing.com

Careers That Are Growing in Demand in 2014

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
Cement Masons and Concrete Finishers
Construction Labors
Construction Manager
Cost Estimators
Electrician
First-line Supervisors/Managers of Construction Trades & Extraction Workers
Heating, Air Conditioning & Refrigeration Mechanics & Installers
Plumbers, Pipefitters & Steamfitters

Business, Management & Administration

Bookkeeping, Accounting, and Auditing Clerks
Customer Service Representative
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
Public Relations Specialists
Purchasing Managers
Sale Representatives

Education & Training

Education Administrator
Educational, Vocational & School Counselors
Elementary, Middle School & Secondary School Teacher
Postsecondary Teachers
Special Education School Teacher

Finance

Accountants 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
Nursing Aids, Orderlies & Attendants
Nursing Assistant
Occupational Therapists
Personal Care Aids
Pharmacist
Pharmacy Technicians
Radiation Therapist
Radiological Technologist
Registered Nurse (RN)
Respiratory, Occupational, Physical Therapist
Social Workers
Surgical Technologist
Veterinarians

Human Services

Child Care Workers
Child, Family & School Social Worker
Counselor

Information Technology

Computer & Information System Manager
Computer Software Developers
Computer User 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
Emergency Medical Tech & Paramedic
Firefighters
Police & Sheriff Patrol Officers
Security Guard

Manufacturing

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

Science, Technology, Engineering & Mathematics

Biological Technicians
Electrical & Electronic Engineering Technicians
Electronics Engineers, Except Computers
Industrial Engineers
Mechanical Engineers
Operating Engineers & Other Construction Equipment

Transportation, Distribution & Logistics

Automotive Service Technician/Mechanic
Bus & Truck Mechanics/Diesel Engine Specialist
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

WorkOne No-Cost Workshop Calendar

West Central

Unemployment Insurance 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 Indiana Career Connect (ICC) in order to meet state requirements.

Orientation Workshop

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

Work Readiness Workshop

This informational core service workshop gives clients information on today's working environment and the soft skills such as motivation and punctuality which are key to successfully getting and keeping a job.

New Social Media

Find out what's up with Social Media! Internet-based applications that allow the creation and exchange of user-generated content like LinkedIn, FaceBook, and Twitter can help you get a jump on the newest job openings.

QR Codes Snap Tags

What are QR codes and Snap Tags? Discover the newest wave in marketing and communications popping up on the Internet, cell phones, billboards, magazines, and newspapers. They are everywhere!

RESUMES/SKILLS/SEARCHES

Resume Workshop for ICC

This informational workshop walks you through the basic steps to complete a resume on Indiana Career Connect (ICC) and discusses 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 offers more advise, examples and time to create a high quality resume.

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.

On Target with O*Net

Learn the advantages of knowing how to optimize a resume using O*Net and Automatic Tracking Systems by researching the job descriptions and matching the job titles with the occupational skills found on the O*Net website.

INTERVIEWING & NETWORKING

Interviewing Workshop

Get the facts about what to expect in today's job interviews: how to prepare, what to wear, where to go for advice and how to write an Elevator Speech.

Job Club / Networking

Are you fully utilizing the right contacts to help you in your job search? Learn techniques in this workshop that will help you increase your contact to people who can actually help you find your next job.

Job Club / STAR Interviews

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.

Job Club / After the Interview

Learn how to constructively look back on your job interview plus learn 10 things to consider while waiting to hear from the employer after the face-to-face interview.

Job Search Workshop

Find out about the kind of information employers commonly request from applicants, how to search for jobs on the Internet, and government job resources.

WIN Work Habits

This series of four workshops gives job seekers a competitive edge in today's job market with workability and soft skills employers want and that are necessary for getting, keeping, and doing well on a job. The sessions included are Conveying Professionalism, Communicating Effectively, Promoting Teamwork & Collaboration, and Critical Thinking & Problem Solving. Participants who complete all four workshops receive a certificate of completion from the Indiana Department of Workforce Development recognizing achievement of the WIN Work Habits Soft Skills courseware.

October 2014

Kokomo Logansport Peru

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Workshops at Kokomo (Monday-Thursday)</p> <p>UI Workshop 10:00 AM Orientation Workshop 11:00 AM</p> <p>Workshops at Peru Orientation Workshop 9:00 AM UI Workshop 10:00 AM</p>		<p>1</p> <p>SoftSkill E-Learning Workshop 8:30 AM Resume Workshop for ICC 10:30 AM Job Club/STAR Interviews 1:30 PM</p>	<p>2</p> <p>Focus Lab/Microsoft EXCEL 8:30 AM Job Club/Open Topic 10:30 AM ICE/SoftSkill E-Learning Workshop 1:00 PM</p>	<p>3</p>
<p>6</p> <p>Resume Workshop for ICC 8:30 AM</p> <p>Job Club/Open Topic 10:00 AM Job Club/Open Topic 1:00 PM</p>	<p>7</p> <p>Job Search Workshop 8:30 AM Digital Literacy-Keyboarding 10:30 AM Resume Workshop for ICC 1:30 PM</p>	<p>8</p> <p>Resume Workshop for ICC 8:30 AM Job Club/Skills Identification 1:30 PM Focus Lab/Microsoft EXCEL 1:30 PM</p>	<p>9</p> <p>Focus Lab/Microsoft WORD 8:30 AM Job Club/Open Topic 10:30 AM ICE/SoftSkill E-Learning Workshop 1:00 PM</p>	<p>10</p> <p>Resume Workshop for ICC 8:30 AM SkillSoft E-Learning Workshop 10:30 AM</p>
<p>13</p> <p>Columbus Day Offices Closed</p>	<p>14</p> <p>Digital Literacy-Computer Basics 8:30 AM Interviewing Workshop 10:30 AM Job Club/STAR Interviews 1:30 PM</p>	<p>15</p> <p>Facilitated Lab/Open 8:30 AM Resume Workshop for ICC 10:30 AM Job Club/Networking 1:30 PM</p>	<p>16</p> <p>Focus Lab/Microsoft PowerPoint 8:30 AM Job Club/Open Topic 10:30 AM ICE/SoftSkill E-Learning Workshop 1:00 PM</p>	<p>17</p> <p>Digital Literacy-Computer Basics 8:30 AM Focus Lab/Microsoft WORD 10:00 AM Resume Workshop for ICC 12:00 Noon Focus Lab/Microsoft WORD 8:30 AM Interviewing Workshop 10:30 AM Resume Workshop for ICC 12:00 Noon</p>
<p>20</p> <p>Resume Workshop for ICC 8:30 AM Interviewing Workshop 10:30 AM Job Club/On Target with O*Net 1:30 PM</p> <p>Job Club/Open Topic 10:00 AM Job Club/Open Topic 1:00 PM</p>	<p>21</p> <p>Digital Literacy-Keyboarding 8:30 AM Job Club/Resumes in Depth 10:00 AM Job Search Workshop 1:30 PM</p>	<p>22</p> <p>Resume Workshop for ICC 8:30 AM Focus Lab/Microsoft WORD 10:30 AM Facilitated Lab/Open 1:30 PM</p>	<p>23</p> <p>Facilitated Lab/Open 8:30 AM Job Club/Open Topic 10:30 AM ICE/SoftSkill E-Learning Workshop 1:00 PM</p>	<p>24</p> <p>Interviewing Workshop 8:30 AM Resume Workshop for ICC 10:00 AM Focus Lab/Microsoft EXCEL 11:30 AM Facilitated Lab/Open 8:30 AM Job Search Workshop 10:30 AM Resume Workshop for ICC 12:00 Noon</p>
<p>27</p> <p>Work Readiness Workshop 8:30 AM Resume Workshop for ICC 8:30 AM Job Search Workshop 10:30 AM Facilitated Lab/Open 1:30 PM</p> <p>Job Club/Open Topic 10:00 AM Job Club/Open Topic 1:00 PM</p>	<p>28</p> <p>Digital Literacy-Computer Basics 8:30 AM Digital Literacy-Keyboarding 10:30 AM Resume Workshop for ICC 1:30 PM</p>	<p>29</p> <p>Basic Resume and Cover Letter 8:30 AM Resume Workshop for ICC 10:30 AM Interviewing Workshop 1:30 PM</p>	<p>30</p> <p>Focus Lab/Microsoft EXCEL 8:30 AM Job Club/Open Topic 10:30 AM ICE/SoftSkill E-Learning Workshop 1:00 PM</p>	<p>31</p> <p>Digital Literacy-Keyboarding 9:00 AM Job Search Workshop 10:30 AM Resume Workshop for ICC 12:00 Noon Basic Resume and Cover Letter 8:30 AM SkillSoft E-Learning Workshop 10:30 AM Resume Workshop for ICC 12:00 Noon</p>



November 2014

Kokomo Logansport Peru

Monday	Tuesday	Wednesday	Thursday	Friday
3 Resume Workshop for ICC 8:30 AM Job Search Workshop 8:30 AM Interviewing Workshop 10:30 AM Focus Lab/Microsoft WORD 1:30 PM Job Club/Open Topic 10:00 AM Job Club/Open Topic 1:00 PM	4 Office Closed Election Day	5 Resume Workshop for ICC 8:30 AM Job Search Workshop 10:30 AM Focus Lab/Microsoft EXCEL 1:30 PM	6 Focus Lab/Microsoft PowerPoint 8:30 AM Job Club/Open Topic 10:30 AM ICE/SoftSkill E-Learning Workshop 1:00 PM	7 Job Club/STAR Interviews 8:30 AM Resume Workshop for ICC 10:30 AM Job Search Workshop 12:00 Noon Digital Literacy-Computer Basics 8:30 AM Digital Literacy-Keyboarding 10:30 AM Resume Workshop for ICC 12:00 Noon
10 Interviewing Workshop 8:30 AM Career Interest Workshop 8:30 AM Resume Workshop for ICC 10:30 AM Facilitated Lab/Open 1:30 PM Job Club/Open Topic 10:00 AM Job Club/Open Topic 1:00 PM	11 Office Closed Veterans Day	12 Job Search Workshop 8:30 AM Focus Lab/Microsoft WORD 10:30 AM Resume Workshop for ICC 1:30 PM	13 Basic Resume and Cover Letter 8:30 AM Job Club/Open Topic 10:30 AM ICE/SoftSkill E-Learning Workshop 1:00 PM	14 Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:30 AM Resume Workshop for ICC 12:00 Noon Focus Lab/Microsoft EXCEL 8:30 AM Job Search Workshop 10:30 AM Resume Workshop for ICC 12:00 Noon
17 Employment Background Check 8:30 AM Digital Literacy-Computer Basics 8:30 AM Digital Literacy-Keyboarding 10:30 AM SkillSoft E-Learning Workshop 1:30 PM Job Club/Open Topic 10:00 AM Job Club/Open Topic 1:00 PM	18 Focus Lab/Microsoft WORD 8:30 AM Resume Workshop for ICC 10:30 AM Job Club/Skills Identification 1:30 PM	19 Resume Workshop for ICC 8:30 AM Focus Lab/Microsoft EXCEL 10:30 AM Facilitated Lab/Open 1:30 PM	20 Focus Lab/Microsoft PowerPoint 8:30 AM Job Club/Open Topic 10:30 AM ICE/SoftSkill E-Learning Workshop 1:00 PM	21 Basic Resume and Cover Letter 9:00 AM Interviewing Workshop 10:30 AM Resume Workshop for ICC 12:00 Noon Job Search Workshop 8:30 AM Job Club/STAR Interviews 10:30 AM Resume Workshop for ICC 12:00 Noon
24 Career Interest Workshop 8:30 AM Resume Workshop for ICC 8:30 AM Job Search Workshop 10:30 AM Basic Resume and Cover Letter 1:30 PM Job Club/Open Topic 10:00 AM Job Club/Open Topic 1:00 PM	25 Job Club/Networking 8:30 AM Resume Workshop for ICC 10:30 AM Job Club/STAR Interviews 1:30 PM	26 Focus Lab/Microsoft PowerPoint 8:30 AM Interviewing Workshop 10:30 AM Resume Workshop for ICC 1:30 PM	27 Office Closed Thanksgiving Day	28 Office Closed Thanksgiving Holiday
<p><u>Workshops at Kokomo (Monday-Thursday)</u></p> <p>UI Workshop 10:00 AM Orientation Workshop 11:00 AM</p> <p>Workshops at Peru Orientation Workshop 9:00 AM UI Workshop 10:00 AM</p> <p>Workshops at Logansport Orientation Workshop 9:00 AM UI Workshop 10:00 AM</p>				

Free Job Seeker Workshops



October 2014 Lafayette LARA Express

Monday	Tuesday	Wednesday	Thursday	Friday
<p>DAILY Workshops at Lafayette</p> <p>UI Workshop 10:00 AM Orientation Workshop 2:00 PM</p>		<p>1</p> <p>Resume Workshop for ICC 8:30 AM Job Search Workshop 10:00 AM Interviewing Workshop 2:30 PM</p>	<p>2</p> <p>Facilitated Lab/Open 2:00 PM</p> <p>Work Readiness Workshop 9:00 AM Resume Workshop for ICC 1:00 PM Job Search Workshop 2:30 PM</p>	<p>3</p>
<p>6</p> <p>Resume Workshop for ICC 8:30 AM Interviewing Workshop 9:00 AM Job Search Workshop 10:00 AM Job Club/Open Topic 11:00 AM</p>	<p>7</p> <p>Digital Literacy-Computer Basics 11:00 AM Job Club/STAR Interviews 1:30 PM</p> <p>Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Financial Literacy Workshop 2:00 PM</p>	<p>8</p> <p>Career Interest Workshop 8:30 AM Focus Lab/Microsoft WORD 10:30 AM Resume Workshop for ICC 2:30 PM</p>	<p>9</p> <p>Work Readiness Workshop 1:00 PM Job Search Workshop 2:30 PM</p> <p>Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:00 AM Interviewing Workshop 1:30 PM</p>	<p>10</p> <p>Resume Workshop for ICC 9:00 AM Interviewing Workshop 10:30 AM Facilitated Lab/Open 2:00 PM</p>
<p>13</p> <p>Columbus Day Offices Closed</p>	<p>14</p> <p>Work Readiness Workshop 11:00 AM Interviewing Workshop 2:30 PM</p> <p>Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Career Interest Workshop 2:00 PM</p>	<p>15</p> <p>Resume Workshop for ICC 8:30 AM Job Search Workshop 10:30 AM Basic Resume and Cover Letter 2:30 PM</p>	<p>16</p> <p>Resume Workshop for ICC 8:30 AM Job Search Workshop 10:00 AM Facilitated Lab/Open 1:00 PM</p> <p>Work Readiness Workshop 9:00 AM Interviewing Workshop 11:00 AM Basic Resume and Cover Letter 2:30 PM</p>	<p>17</p> <p>Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:30 AM Focus Lab/Microsoft EXCEL 1:30 PM</p>
<p>20</p> <p>Job Club/Resumes in Depth 8:30 AM Resume Workshop for ICC 9:00 AM Work Readiness Workshop 11:00 AM Job Club/Open Topic 11:00 AM</p>	<p>21</p> <p>SkillSoft E-Learning Workshop 11:00 AM Job Club/Networking 2:00 PM</p> <p>Social Media Workshop 9:00 AM Job Club/Resumes in Depth 10:30 AM Employment Background Check 2:00 PM</p>	<p>22</p> <p>Resume Workshop for ICC 9:00 AM Financial Literacy Workshop 11:00 AM Interviewing Workshop 2:30 PM</p>	<p>23</p> <p>Digital Literacy-Computer Basics 8:30 AM Digital Literacy-Keyboarding 10:00 AM Work Readiness Workshop 2:30 PM</p> <p>Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Facilitated Open Lab 2:00 PM</p>	<p>24</p> <p>Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Facilitated Lab/Open 2:00 PM</p>
<p>27</p> <p>Basic Resume and Cover Letter 9:00 AM Career Interest Workshop 9:00 AM Interviewing Workshop 11:00 AM Job Club/Open Topic 11:00 AM</p>	<p>28</p> <p>Resume Workshop for ICC 11:00 AM Job Club/STAR Interviews 2:00 PM</p> <p>Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:30 AM Job Club/Networking 2:00 PM</p>	<p>29</p> <p>Resume Workshop for ICC 8:30 AM Job Search Workshop 10:00 AM Work Readiness Workshop 2:30 PM</p>	<p>30</p> <p>Facilitated Lab/Open 2:00 PM</p> <p>Interviewing Workshop 9:00 AM Financial Literacy Workshop 10:00 AM Resume Workshop for ICC 2:00 PM</p>	<p>31</p> <p>SkillSoft E-Learning Workshop 8:30 AM Digital Literacy-Computer Basics 10:30 AM Work Readiness Workshop 2:00 PM</p>

No Cost Workshops

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

November 2014 Lafayette LARA Express

Monday	Tuesday	Wednesday	Thursday	Friday
3 Resume Workshop for ICC 8:30 AM Job Club/Resumes in Depth 9:00 AM Social Media Workshop 11:00 AM Job Club/Open Topic 11:00 AM	4 Election Day Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:00 AM Career Interest Workshop 2:00 PM	5 Resume Workshop for ICC 8:30 AM AM Job Search Workshop 10:00 AM Interviewing Workshop 2:30 PM	6 SkillsSoft E-Learning Workshop 9:00 AM Work Readiness Workshop 10:30 AM Facilitated Lab/Open 1:30 PM Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Work Readiness Workshop 2:30 PM	7 Resume Workshop for ICC 8:30 AM Job Search Workshop 10:00 AM Digital Literacy-Computer Basics 1:30 PM
10 Resume Workshop for ICC 8:30 AM Interviewing Workshop 9:00 AM Job Search Workshop 10:00 AM Job Club/Open Topic 11:00 AM	11 Office Closed Veterans Day	12 Career Interest Workshop 8:30 AM Focus Lab/Microsoft WORD 10:00 AM Resume Workshop for ICC 2:30 PM	13 Financial Literacy Workshop 8:30 AM Work Readiness Workshop 11:00 AM Job Club/Resumes in Depth 1:00 PM Resume Workshop for ICC 9:00 AM Basic Resume and Cover Letter 10:30 AM Job Club/Skills Identification 2:00 PM	14 Resume Workshop for ICC 9:00 AM Interviewing Workshop 10:30 AM Facilitated Lab/Open 2:00 PM
17 Social Media Workshop 8:30 AM Career Interest Workshop 9:00 AM Job Club/On Target with O*Net 10:00 AM Job Club/Open Topic 11:00 AM	18 Work Readiness Workshop 11:00 AM Focus Lab/Microsoft WORD 2:30 PM Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:00 AM Financial Literacy Workshop 2:00 PM	19 Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Basic Resume and Cover Letter 2:30 PM	20 Resume Workshop for ICC 8:30 AM Job Search Workshop 10:00 AM Facilitated Lab/Open 1:00 PM Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Interviewing Workshop 2:30 PM	21 Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:30 AM Focus Lab/Microsoft EXCEL 1:30 PM
24 Job Club/Resumes in Depth 8:30 AM Resume Workshop for ICC 9:00 AM Work Readiness Workshop 11:00 AM Job Club/Open Topic 11:00 AM	25 SkillsSoft E-Learning Workshop 11:00 AM Job Club/Networking 2:00 PM Career Interest Workshop 9:00 AM Basic Resume & Cover Letter 11:00 AM Social Media Workshop 2:00 PM	26 Interviewing Workshop 9:00 AM Financial Literacy Workshop 11:00 AM Interviewing Workshop 2:30 PM	27 Office Closed Thanksgiving Day	28 Office Closed Thanksgiving Holiday
<u>DAILY Workshops at Lafayette</u> UI Workshop 10:00 AM Orientation Workshop 2:00 PM				

October 2014

Crawfordsville Frankfort Williamsport Monticello

Monday	Tuesday	Wednesday	Thursday	Friday
Workshops Brown - Crawfordsville Workshops on Monday and Tuesday Black - Frankfort Workshops on Wednesday and Friday Green - Williamsport Workshops on Thursday Red - Monticello Workshops		1 Job Search Workshop 10:00 AM Resume Workshop for ICC 11:00 AM Interviewing Workshop 1:00 PM Focus Lab/Open Topic 2:00 PM Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Facilitated Lab/Open 2:00 PM	2 Resume Workshop for ICC 10:00 AM Job Search Workshop 11:00 AM Work Readiness Workshop 1:00 PM Focus Lab/Microsoft WORD 2:00 PM	3
6 Resume Workshop for ICC 10:00 AM Basic Resume and Cover Letter 11:00 AM Focus Lab/Open Topic 1:00 PM	7 Interviewing Workshop 10:00 AM Work Readiness Workshop 11:00 AM SkillSoft E-Learning Workshop 1:00 PM Employment Background Check 2:00 PM Work Readiness Workshop 10:00 AM	8 SkillSoft E-Learning Workshop 10:00 AM Work Readiness Workshop 11:00 AM Job Club/Resumes in Depth 1:00 PM Job Club/Skills Identification 8:30 AM SkillSoft E-Learning Workshop 10:30 AM	9 Interviewing Workshop 10:00 AM Career Interest Workshop 11:00 AM Job Club/On Target with O*Net 1:00 PM Focus Lab/Open 2:00 PM	10 Digital Literacy-Computer Basics 10:00 AM Digital Literacy-Keyboarding 11:00 AM Focus Lab/Open 1:00 PM Resume Workshop for ICC 8:30 AM Job Search Workshop 10:30 AM Job Club/On Target with O*Net 1:30 PM
13 Columbus Day Offices Closed	14 Job Search Workshop 10:00 AM Social Media Workshop 11:00 AM Focus Lab/Open Topic 1:00 PM	15 Interviewing Workshop 10:00 AM Resume Workshop for ICC 11:00 AM Job Club/Open Topic 1:00 PM Job Club/Resumes in Depth 9:00 AM Financial Literacy Workshop 1:30 PM	16 Basic Resume and Cover Letter 10:00 AM Resume Workshop for ICC 11:00 AM Focus Lab/Open 1:00 PM	17 Job Search Workshop 10:00 AM Work Readiness Workshop 11:00 AM Focus Lab/Microsoft WORD 1:00 PM Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:30 AM Job Club/STAR Interviews 1:30 PM
20 Career Interest Workshop 10:00 AM QR Codes and Snap Tags 11:00 AM Focus Lab/Open Topic 1:00 PM	21 Work Readiness Workshop 10:00 AM Resume Workshop for ICC 11:00 AM Job Club/STAR Interviews 1:00 PM Work Readiness Workshop 10:00 AM	22 Job Club/WIN#2 Communication 10:00 AM Employment Background Check 1:00 PM Basic Resume and Cover Letter 2:00 PM Focus Lab/Microsoft EXCEL 8:30 AM Job Club/After the Interview 10:30 AM	23 Job Search Workshop 10:00 AM Work Readiness Workshop 11:00 AM Job Club/Resumes in Depth 1:00 PM	24 Focus Lab/Microsoft EXCEL 10:00 AM Focus Lab/Open 1:00 PM Interviewing Workshop 8:30 AM Basic Resume and Cover Letter 11:00 AM Facilitated Lab/Open 1:30 PM
27 Job Search Workshop 10:00 AM Interviewing Workshop 11:00 AM Focus Lab/Microsoft PowerPoint 1:00 PM	28 Focus Lab/Open Topic 10:00 AM Job Club/Open Topic 1:00 PM	29 Resume Workshop for ICC 10:00 AM Work Readiness Workshop 11:00 AM Focus Lab/Open 1:00 PM Social Media Workshop 9:00 AM Job Club/Networking 10:30 AM Resume Workshop for ICC 2:00 PM	30 Job Club/Open Topic 10:00 AM Career Interest Workshop 1:00 PM Resume Workshop for ICC 2:00 PM	31 Job Search Workshop 10:00 AM QR Codes and Snap Tags 11:00 AM Interviewing Workshop 1:00 PM Job Club/Skills Identification 9:00 AM SkillSoft E-Learning Workshop 11:00 AM Focus Lab/Microsoft WORD 2:00 PM



Look for the yellow flame to see which jobs are in demand right now.
<https://netsolutions.dwd.in.gov/hh50/>

November 2014

Crawfordsville **Frankfort**
Williamsport **Monticello**

Monday	Tuesday	Wednesday	Thursday	Friday
3 Resume Workshop for ICC 10:00 AM Job Search Workshop 11:00 AM Job Club/Resumes in Depth 1:00 PM	4 Election Day Focus Lab/Open 10:00 AM Work Readiness Workshop 10:00 AM	5 Resume Workshop for ICC 10:00 AM Work Readiness Workshop 11:00 AM Interviewing Workshop 1:00 PM Job Search Workshop 2:00 PM Resume Workshop for ICC 9:00 AM Job Search Workshop 10:30 AM Job Club/Skills Identification 1:00 PM	6 Focus Lab/Microsoft EXCEL 10:00 AM Job Club/WIN#2-Communication 11:00 AM Job Club/Resumes in Depth 1:00 PM	7 Digital Literacy-Keyboarding 10:00 AM Digital Literacy-Computer Basics 11:00 AM Focus Lab/Open 1:00 PM Digital Literacy-Computer Basics 9:00 AM Digital Literacy-Keyboarding 10:30 AM Job Club/STAR Interviews 1:00 PM
10 Focus Lab/Microsoft WORD 10:00 AM Interviewing Workshop 1:00 PM Job Club/After the Interview 2:00 PM	11 Office Closed Veterans Day	12 Basic Resume and Cover Letter 10:00 AM Job Club/On Target with O*NET 11:00 AM Focus Lab/Open 1:00 PM Skillssoft E-Learning Workshop 9:00 AM Interviewing Workshop 10:30 AM Job Club/On Target with O*Net 1:00 PM	13 Resume Workshop for ICC 10:00 AM Interviewing Workshop 11:00 AM Focus Lab/Open 1:00 PM	14 Focus Lab/Open 10:00 AM Social Media Workshop 11:00 AM Job Club/Networking 1:00 PM Career Interest Workshop 2:00 PM Job Club/Resumes in Depth 9:00 AM Resume Workshop for ICC 10:30 AM Facilitate Lab/Open 1:00 PM
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Workshops

Brown - Crawfordsville Workshops on Monday and Tuesday
 Black - Frankfort Workshops on Wednesday and Friday
 Green - Williamsport Workshops on Thursday
 Red - Monticello Workshops



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West Central

www.WorkOneWestCentral.org

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

L.A.R.A. WorkOne Express

1100 Elizabeth Street, Suite 3
Lafayette, IN 47904
Phone (765) 476-2920
Monday-Thursday 8:30am-5:00pm
Friday 8:30am-4:30pm

Covington WorkOne Express

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

Crawfordsville WorkOne Express

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

Delphi WorkOne Express

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

Frankfort WorkOne Express

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

WorkOne Kokomo

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

Logansport WorkOne Express

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

Peru WorkOne Express

685 East Main St.
Peru, IN 46970
Phone (765) 472-3562

Monticello WorkOne Express

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

Williamsport WorkOne Express

28 E. 2nd Street
Williamsport, IN 47993
Phone (765) 764-1880
1st and 3rd Wednesday each month
9:30 AM-12:00 Noon 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.
TDD/TTY 1-800-743-3333

Region 4
WORKFORCE
Board

Tecumseh Area Partnership, Inc.

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. The TDD/TTY number is 1-800-743-3333. • El Programa de Financiamiento asistido de acuerdo con el Título 1 de WIA es un programa de Igualdad de Oportunidades de Empleo. Ayuda y servicios auxiliares están disponibles a solicitud para personas con discapacidad. El numero de TDD/TTY es 1-800-743-3333.

Oversight provided by
Region 4 Workforce Board
www.region4workforceboard.org