

# Madras Workforce Connection Course Descriptions

(These classes are scheduled at various times - please check your current calendar)

## JOB SEARCH CLASSES

Group	A daily meeting of all workers conducting job search. They discuss their job search from the previous day and inform others of possible job opportunities. Other various information regarding attitude, job search and family may also be addressed.
Taking Control	A series of workshops established by Best Care to prepare the job seeker for the emotional aspects of job search: how to handle stress/anger, self-motivation, alcohol and drug issues, etc.
Interviewing	Information on how to properly prepare for and win in an interview. Feel confident with those hard to answer questions like "What are your weaknesses?" Practice interviews are also conducted.
Applications	Class talks about the do's and don'ts of filling out applications. The class practices completing applications.
Interview Dressing and Grooming	The class discusses the proper way to dress for an interview, what to wear and what not to wear. Then students go to a local beauty salon and discuss proper grooming while one person gets his/her hair cut.
Skills Analysis	Workers learn about types of skills and what they mean. Workers will learn about the skills they possess and how to use them on resumes and in job search. Workers complete a questionnaire about their job skills. This information is put into the Career Information System which gives a list of jobs that each worker may enjoy doing. This helps the worker select career and employment paths.
Cover and Thank You Letters	Students learn the importance of writing cover and thank-you letters. The class discusses the significance of letters and how they are written. The students write a cover letter and thank-you letter for practice. The instructor then goes over each letter individually with each student.
Casas Testing	Basic skills testing for JOBS participants.
Communication	The class discusses the methods of communication. The class completes activities demonstrating communication.
Networking and Searching	Class discusses all possible places to look for a job. We talk about methods to look for a job. The class discusses the methods employers use to look for employees vs. the way potential employees look for employers.
Consumer Credit	Guest speaker talks about credit and assistance to make a plan to pay debts. Speaker tells how to obtain a copy of your credit report. Speaker explains the importance of budgeting and living a lifestyle that each individual's wallet can afford.
Goal Setting	The class explores each person's goals and values. The class brainstorms about how each person could reach their goals. A path and plan to accomplish one goal for each person is written for each student.

ESL	This is a series of classes that works on teaching employment related English.
No One is Employable	Ten step process for overcoming barriers to employment. Examples: bad attitude, addictions, criminal record, anger, no car, no childcare, fired, domestic violence, etc.
Budget for Self-Sufficiency	Class talks about how to get the most for your money, making decisions about spending money, money saving habits, etc.
Customer Service and Money Management	This class gives tips of do's and don'ts on customer service. Students will practice answering telephone calls from customers of all types. In addition to customer service, the students will practice change making and cash register operation.
Get Along on the Job	Identifies 4 different personality types, and gives insights and tips on how to deal with problems on the job with boss and co-workers.
Victim's Assistance	Guest speaker talks about domestic violence, and how to access help through the legal system.
COBRA	Guest speaker talks about the domestic violence cycle and related topics.
Child Care Resources	Guest speaker talks about obtaining good child care and referring people to child care providers.
Driver License	Each student makes a plan for obtaining driving license depending on an individual's circumstance. Student also studies for permit test during class.
One on One	Each job searcher has a 15 minute appointment to individually go over job search and progress.
Health Department	Guest speaker from health department shares information regarding head lice prevention and treatment, safe sex, planned parenthood, etc.
Hidden Job Market	The statistics show that 15% of jobs are advertised while 85% are Not. This class gives steps on how to tap into the jobs that are not advertised and to get the job you want.
Your Learning Style	Identifies three learning styles and how you can use yours to be successful on the job and in family life.
Time Management	Students learn about making a schedule and organizing time to get the most out of it. Times saving tips are handed out.
Healthy for Life	Guest speaker talks about nutrition, food safety and the planning of daily menus.
The DQ Process	This class is for JOBS participants. An Adult & Family Services case worker explains the disqualification process and what happens to benefits for non-cooperation with JOBS plans.
When Your Case Closes	This class is for JOBS participants. An Adult & Family Services case worker explains what happens when your case closes because you have gone over income.
Developing Capable People	A series of classes regarding self-esteem and family relations.
Positive Attitude	This class shows how important it is to have a positive attitude in all aspects of life through the use of workbooks and a variety of videos.

8 Easy Ways to Lose a Job	Class watches video that goes through the top eight reasons people lose their jobs. Video is followed by class discussion on each issue.
Exceptional Employee	Class covers employees' expectations and what makes an exceptional employee who is indispensable in the workplace.
Pre-employment Training	Class for youth about obtaining employment. Will go over subjects including resumes, cover and thank you letters, applications, interviews and employer expectations.
Problem Solving	Class involving exercises and discussions about how to solve given situations. Group exercise done to come up with possible solutions for actual problems of students.
Labor Market Trends	Guest speaker from employment department comes and gives presentation about Central Oregon labor trends.