

**WorkOne West**

3400 Lafayette Rd., Indianapolis, IN 46222

Hours: Mon.-Wed. & Fri. 8 am-4:30 pm | Thur. 8 am - 2:30 pm

(317) 246-5400

(See Reverse for Details)



**December 2018 – Calendar of Learning Events**

<p><b>3</b></p> <p>Resume Lab 9-11 AM (CL)</p> <p>WorkOne Career Services Overview 10-11 AM (K)</p> <p>Interview Skills 12-2 PM (K)</p> <p>Get Started Lab 12 PM-1:30 PM (CL)</p> <p>TORQ Lab 3-4 PM (CL)</p>	<p><b>4</b></p> <p>Networking Works! 9 AM-10:30 AM (K)</p> <p>TORQ Lab 10 AM-11 AM (CL)</p> <p>Resume Lab 2 PM-4 PM (CL)</p>	<p><b>5</b></p> <p>Resume Lab 8:15 AM – 10:15 AM (CL)</p> <p>WorkOne Career Services Overview 9-10 AM (K)</p> <p>TORQ Lab 11:00 AM-12:00 PM (CL)</p> <p>Employability Skills 1 PM-3 PM (K)</p>	<p><b>6</b></p> <p>LinkedIn 9 -11 AM (CL)</p> <p>U-Turn Lounge 12:30 -2 PM (K)</p>	<p><b>7</b></p>
<p><b>10</b></p> <p>Resume Lab 9-11 AM (CL)</p> <p>WorkOne Career Services Overview 10-11 AM (K)</p> <p>Interview Skills 12-2 PM (K)</p> <p>Get Started Lab 12 PM-1:30 PM (CL)</p> <p>TORQ Lab 3-4 PM (CL)</p>	<p><b>11</b></p> <p>Networking Works! 9 AM-10:30 AM (K)</p> <p>TORQ Lab 10 AM-11 AM (CL)</p> <p>Resume Lab 2 PM-4 PM (CL)</p>	<p><b>12</b></p> <p>Resume Lab 8:15 AM – 10:15 AM (CL)</p> <p>WorkOne Career Services Overview 9-10 AM (K)</p> <p>TORQ Lab 11:00 AM-12:00 PM (CL)</p> <p>Computer Basics 1 PM-3 PM (CL)</p>	<p><b>13</b></p> <p>Coffee Connections 9 – 11 AM (K)</p> <p>LinkedIn 12:30 -2 PM (CL)</p>	<p><b>14</b></p> <p>Re-Entry To Work 10 AM-12PM (K)</p>
<p><b>17</b></p> <p>Resume Lab 9-11 AM (CL)</p> <p>WorkOne Career Services Overview 10-11 AM (K)</p> <p>Interview Skills 12-2 PM (K)</p> <p>Get Started Lab 12 PM-1:30 PM (CL)</p> <p>TORQ Lab 3-4 PM (CL)</p>	<p><b>18</b></p> <p>Networking Works! 9 AM-10:30 AM (K)</p> <p>TORQ Lab 10 AM-11 AM (CL)</p> <p>Resume Lab 2 PM-4 PM (CL)</p>	<p><b>19</b></p> <p>Resume Lab 8:15 AM – 10:15 AM (CL)</p> <p>WorkOne Career Services Overview 9-10 AM (K)</p> <p>TORQ Lab 11:00 AM-12:00 PM (CL)</p> <p>Employability Skills 1 PM-3 PM (K)</p>	<p><b>20</b></p> <p>LinkedIn 9 -11 AM (CL)</p> <p>U-Turn Lounge 12:30 -2 PM (K)</p>	<p><b>21</b></p>
<p><b>24</b></p> <p>Office Closed</p>	<p><b>25</b></p> <p>Office Closed</p>	<p><b>26</b></p> <p>Resume Lab 8:15 AM – 10:15 AM (CL)</p> <p>WorkOne Career Services Overview 9-10 AM (K)</p> <p>TORQ Lab 11:00 AM-12:00 PM (CL)</p> <p>Computer Basics 1 PM-3 PM (CL)</p>	<p><b>27</b></p> <p>Coffee Connections 9 – 11 AM (K)</p> <p>LinkedIn 12:30 -2 PM (CL)</p>	<p><b>28</b></p> <p>Re-Entry To Work 10 AM-12PM (K)</p>
<p><b>31</b></p> <p>Resume Lab 9-11 AM (CL)</p> <p>WorkOne Career Services Overview 10-11 AM (K)</p> <p>Interview Skills 12-2 PM (K)</p> <p>Get Started Lab 12 PM-1:30 PM (CL)</p> <p>TORQ Lab 3-4 PM (CL)</p>				

COLOR CODE: Computer Lab (CL) = Black, Johnson & Gordon (J&G) = Blue, Kahne (K) = Green, Earnhardt (E) = Purple

WorkOne programs and services are provided in part by WIOA Title 1 funding. This is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Powered by EmployIndy



## WorkOne Indy Learning Events

Please register for learning events: Go to [WorkOneIndy.com](http://WorkOneIndy.com) → Register or Login →



"My WorkOne Indy" →



"Events" →



"View or Register"

### Get Started Lab

Need help getting started on Indiana Career Connect or WorkOneIndy.com? Come into this open lab and receive over-the-shoulder guidance as you create your profile and begin using all the valuable tools and resources to help you get a job.

### Job Search Lab

Come to this lab and receive over-the-shoulder guidance as you work on your job search strategy: find jobs, complete applications, submit your resume, follow-up with employers, etc.

### TORQ Lab

Come to this learning event to receive over-the-shoulder assistance in creating and utilizing the job search and skills assessment TORQ software to its fullest potential.

### Employability Skills

Indiana employers have identified the skills they highly value that go beyond qualifications and experience. Learn about these crucial skills and how you can demonstrate these skills to get, keep, and be successful in your job!

### WorkOne Career Services Overview

WorkOne Indy can help you reach your career goals! Learn what industries are growing in the Indianapolis area, the skills that are in demand, and career opportunities.

### Resume Lab

Watch the "Resume Development" video on Workoneindy.com, and then come to this lab and receive over-the-shoulder guidance and tips for making your resume employer-ready.

### LinkedIn Lab

Watch the "LinkedIn" video series on Workoneindy.com, and then come to this lab and receive over-the-shoulder guidance and tips for making your LinkedIn profile employer-ready.

### Interview Skills

Gain interview skills and the confidence you need by practicing the interview process and answering questions with other participants while receiving coaching from one of our job search professionals.

### Networking Works!

Join other job seekers to network, share job leads and tips, and work together to overcome obstacles and celebrate successes.  
Tip: Make a positive first impression by wearing appropriate job search attire.

### Indy Networking

A networking group that focuses on employment and training opportunities for veterans in Marion County. Get connected to Vet staff dedicated to helping Veterans and eligible spouses. Volunteers, community partners, and recruiters are welcome!

### Re-Entry To Work

Re-Entry to Work is an employment program developed for ex-offenders or any individual with a criminal conviction who may need help finding employment.

### Computer Basics

Learn how to use the computer for your job search in this two-part hands-on computer workshop.  
Intro to Computers and How to Use the Internet and E-mail

### U-TURN Or Coffee Connection

**U-Turn** – Interactive discussion with Customers **18-24 of age** with career planning. **Coffee Connections** – Interactive discussion with Customers **40+ of age** with career planning.

### New to WorkOne Indy?

1. Register on [IndianaCareerConnect.com](http://IndianaCareerConnect.com), take advantage of all the job seekers tools and apply to available jobs in Indiana.
2. Register on [WorkOneIndy.com](http://WorkOneIndy.com) and take advantage of all the valuable tools and resources to help you become reemployed faster.