

(See Reverse for Details)

WorkOne Indianapolis

Hours: Mon.-Wed. & Fri. 8 am-4:30 pm | Thur. 8 am - 2:30 pm  
4410 N. Shadeland Ave. Indianapolis, IN 46226 - (317) 798-0335



## May 2019 - Learning Events

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> <i>Wednesday@WorkOne</i> 11-2 (G) Indy Vetworking 9-10:30 (A) Resume 9-10:30 (B) Career Skills 9-11 (C) Adult Basic Education 9-12 (ABE) RES Orientation 11-12:30 (A) TORQ 11-12:30 (B) Interview 11:30-1 (C) Indy Reads 1-3 (ABE) Coffee Connections 2-3:30 (A) Computer Basics 2-4 (B) Job Search 2-3:30 (C)	<b>2</b> RES Orientation 8:30-10 (A) TORQ 9-10:30 (B) Career Planning 9-10:30 (C) Career Skills 9-11 (ABE) Coffee Connections 11-12:30 (A) Resume 11-12:30 (B) Interview Prep 11-12:30 (C) Interview 1-2:30 (C) Indy Reads 1-3 (ABE) RES Orientation 2-3:30 (A)	<b>3</b> RES Orientation 8:30-10 (A) WorkKeys 8:30-3 (B) Job Search 9-10:30 (C) U-Turn Lounge 9-10:30 (ABE) Coffee Connections 10:30-12 (A) Interview 11-12:30 (C) Get Started Lab 2-3 (A) Career Skills 2-4 (C) Career Planning 2-3:30 (ABE)
<b>6</b> RES Orientation 8:30-10 (A) TORQ 9-10:30 (B) Job Search 9-10:30 (C) Adult Basic Education 9-12 (ABE) Coffee Connections 11-12:30 (A) Resume 11-12:30 (B) Interview 11-12:30 (C) RES Orientation 1-2:30 (A) Indy Reads 1-3 (ABE) Career Skills 2-4 (C) Get Started Lab 2-3 (B) RES Orientation 2:30-4 (A)	<b>7</b> Office Closed	<b>8</b> <i>Wednesday@WorkOne</i> 11-2 (G) Resume 9-10:30 (B) Career Skills 9-11 (C) Adult Basic Education 9-12 (ABE) RES Orientation 11-12:30 (A) TORQ 11-12:30 (B) Interview 11:30-1 (C) Indy Reads 1-3 (ABE) Coffee Connections 2-3:30 (A) Computer Basics 2-4 (B) Job Search 2-3:30 (C)	<b>9</b> Career Planning 9-10:30 (C) TORQ 9-10:30 (B) Career Skills 9-11 (ABE) Coffee Connections 11-12:30 (A) Resume 11-12:30 (B) Interview Prep 11-12:30 (C) Interview 1-2:30 (C) Indy Reads 1-3 (ABE) RES Orientation 2-3:30 (A)	<b>10</b> RES Orientation 8:30-10 (A) WorkKeys 8:30-3 (B) Job Search 9-10:30 (C) U-Turn Lounge 9-10:30 (ABE) Coffee Connections 10:30-12 (A) Interview 11-12:30 (C) Get Started Lab 2-3 (A) Career Skills 2-4 (C) Career Planning 2-3:30 (ABE)
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COLOR CODE: Classroom A - Blue, Classroom B - Black, Classroom C - Green, Adult Basic Education - Purple, Gym - Brown

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

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## WorkOne Indy Learning Events

### Adult Basic Education

High School Equivalency program that is provided to customers.

### Career Planning (Taking it to the max)

Learn the major tools in career planning and work on developing a career strategy.

### Career Skills (Essential skills)

Explore and identify the essential soft skills highly valued by employers. Learn about these crucial skills to get, keep, and be successful in your job!

### Coffee Connections

Join in a conversation, with a cup of coffee, about job search guidance and career planning with other customers 40+ of age.

### Computer Basics

Introduction to computers and how to use the internet and e-mail in this hands-on computer workshop.

### Get Started Lab (This is how we do it)

WorkOne can help you be successful in what you need in the next steps for your career. Let's Get Started!

### Indy Reads <http://indyreads.org>

Build the literacy, English language, job readiness skills to empower adults.

### Indy Vetworking

Get connected to Veteran staff dedicated to helping Veterans and eligible spouses in job search and training opportunities.

### Interview (What's your story)

What's Your Story! Learn the basics of interview skills and how to tell your story with confidence.

### Interview Preparation (They called you)

Learn interview skills, practicing the interview process with other participants, while receiving coaching from one of our job search professionals.

### Job Search (Let's get started)

Let's Get It Started! Learn the major elements of a quality job search and guidance as you work on your job search strategy.

### Resume (You got skills)

You Got Skills! Learn the essentials in highlighting your knowledge, skills and abilities to develop a great resume.

### RES Orientation

Reemployment Services provided to customers. This is an invitation only event.

### TABE

Tests of **Adult Basic Education**. This is a comprehensive and reliable academic assessment in adult basic education. This is an invitation only event for customers working with WorkOne Career Navigators.

### TORQ

TORQ helps you build career plans in one easy process. Based on your knowledge, skills, and abilities from previous jobs and education.

### U-Turn Lounge

Join in a conversation about job searching guidance and career planning with customers 18-24 of age.

### Wednesday@WorkOne

On Wednesdays at WorkOne, we invite you to connect with businesses and social service organizations.

### WorkKeys

Assessments that measure foundational skills required for success in the workplace, and help measure the workplace skills that can affect job performance. This is an invitation only event for customers.

All Events are Walk-In Available.

To Schedule a Community Workshop, please visit [www.workoneindy.com](http://www.workoneindy.com)

Information on Invitation Only Events, please call 317-798-0335

04/18/19