

# WorkOne Indy Workshop Calendar

4410 N Shadeland Ave, Indianapolis, IN

317.798.0335

January 1, 2020—March 31, 2020



A proud partner of the  **americanjobcenter** network

Workshops do not require registration unless noted. To register contact a career navigator or email [questions@workoneindy.com](mailto:questions@workoneindy.com).

WorkOne Indy is closed on the following days:

2020—January 1, 20; April 10; May 5, 25; July 3; September 7; October 12; November 3, 11, 26, 27; December 24, 25.

M=Monday; T=Tuesday; W=Wednesday; H=Thursday; F=Friday

## ADULT EDUCATION—WARREN TOWNSHIP

**M, T, W, H—9:00am (3 hours—AE Classroom)**

It's time. You're ready. Earn your high school equivalency or improve your basic skills in math and English. Everyone is welcome.

## CAREER SKILLS

**M, F—2:00pm; W—9:00am; M 10:30am (2 hours—C/C/C/A Classroom)**

Explore and identify the essential basic skills highly valued by all employers.

## COMPUTER BASICS

**W—2:00pm (2 hours—B Classroom)**

Introductory class to computers, how to use the Internet, and how to create an email account. Hands-on computer workshop.

## COFFEE CONNECTIONS

**H—11:30am; F—11:00am (90 minutes—A Classroom)**

Join a conversation with other adults in their prime (40+) about job search and career planning.

## INDY VETWORKING

**1st & 3rd W—9:00am (90 minutes—A Classroom)**

Get connected to Veteran Staff dedicated to assisting veterans and spouses in job search/training opportunities.

## JOB CORPS INFORMATION SESSION

**T—1:30pm (2 hours—AE Classroom)**

Learn about this great training and education program that connects young adults (16-24) with real careers.

## LET'S GET STARTED

**M, H, F—9:00am; W—11:30am (90 minutes—C Classroom)**

Explore job search options and define what actions will be part of your career journey.

## TABE ASSESSMENT (REGISTRATION REQUIRED)

**T—8:30am (varies in length for each individual—B Classroom)**

Test of Adult Basic Education (TABE) is an assessment in to test for basic skills in language and math. To register, contact a career navigator.

## TAKING IT TO THE MAX

**T, H—9:00am; W—2:00pm (90 minutes—C/A/A Classroom)**

Maximize your career goals and objectives by strategic utilization of social media and professional development tools like LinkedIn and TORQ.

## THEY CALLED... YOU!

**T, H — 11:00am (90 minutes—C Classroom)**

Prepare for future interviews by practicing real interview questions and receiving immediate feedback.

## THIS IS HOW WE DO IT

**T—11:00am; F— 2:00pm (1 hour—A Classroom)**

**2nd, 4th, & 5th W—9:00am (1 hour—A Classroom)**

Learn about all the services offered at WorkOne.

## TORQ TOOL

**M—2:00pm; W—9:00am (90 minutes—B Classroom)**

Help build your career plan by learning more about how your experience translates to new opportunities.

## U-TURN LOUNGE

**H—1:00pm (90 minutes—C Classroom)**

Join a conversation with other young adults about job search and career planning.

## WEDNESDAYS@WORKONE HIRING EVENT

**W—11:00am (runs 3 hours—Gym)**

Connect with hiring businesses, training providers, and community programs.

## WHAT'S YOUR STORY

**M, F—11:00am; T, W — 2:00pm (90 minutes—C Classroom)**

Learn best practices for interviewing to help make a remarkable first impression.

## WORKKEYS ASSESSMENT (REGISTRATION REQUIRED)

**F—8:30am (varies in length for each individual—B Classroom)**

Assessment to measure foundational skills in the workplace. Used by many Unions and employers. To register, contact a career navigator.

## YOU GOT SKILLS

**M, H—9:00am; M, W, H—11:00am (90 minutes—B Classroom)**

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