

# TulsaWORKS

Goodwill Industries of Tulsa



*“Career preparation plus community networking equals successful employment.”*

**Today's the day...**

**Let us help you:**



- ▶ Find Jobs
- ▶ Get Advice
- ▶ Get Trained
- ▶ Build a Resume
- ▶ Practice Interviewing
- ▶ Network with Employers



**(918) 584•7291**

2800 Southwest Blvd., Tulsa, OK 74107

[www.goodwilltulsa.org](http://www.goodwilltulsa.org) or [www.tulsaworks.org](http://www.tulsaworks.org)

**2016 Orientation Schedule**

**10:00 a.m. — 12:00 p.m.**

**January 5**

**February 2**

**March 1**

**April 5**

**May 3**

**June 7**

**July 5**

**August 2**

**September 6**

**October 4**

**November 1**

**December 6**



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## ALL CLASSES REQUIRE PRE-REGISTRATION

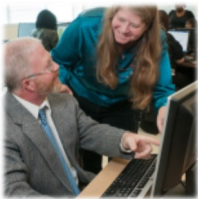


### Career Readiness Training: 1 WEEK (M-Th 9:00am-4:00pm; F 9:00am-12:00pm)

- Job preparation class, matching skills & interests with occupations
- Interviewing skills & techniques & job search strategies
- **FREE interviewing outfit provided**, plus mock interview

### Employment Essentials: 4 WEEKS (M-F 8:30am-4:00pm)

- Computer Basics: Keyboarding, Windows Environment, Internet Usage, and Tutorials
- Career Mapping, Resume Writing, Negotiations, and Basics of Customer Service
- Job Searching in an Online World, Online Applications, LinkedIn Profile & Personal Branding



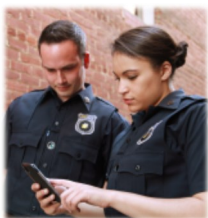
### Workplace Computer Skills: 4 Tracks Available (M-F 8:30am-4:00pm)

- Word 2013—1 Week
- Excel 2013—1 Week
- PowerPoint 2013—1 Week
- Outlook 2013— 4 Days

### Computer Support Tech: 7½ Weeks (M-F 8:30am-12:00pm OR 1:00pm-4:30pm)

#### Preparation for A+ Certification Exam through CompTIA

- IT Fundamentals
- Basic Networking & Windows
- Multimedia & Mobile Computing
- Printers & PC Security



### Private Security Unarmed: 2 Week Fast Track (M-F 5:30pm-9:30pm)

- Private Security - CLEET Phase I & Phase II (UNARMED ONLY)
- **Registration Fee—\$50**

### Private Security Continuing Education: 1 Saturday (8:00am-5:00pm)

- Qualifies for CLEET's Continuing Education requirement—Various topics will be offered
- **8 hour class—\$50 Registration Fee (8:00am-5:00pm)**
- **4 hour classes—\$25 Registration Fee (8:00am-12:00pm)**

### Hospitality Training: 3 Tracks Available (T-F 8:30am-4:00pm)

- Track 1—Front Desk Representative
- Track 2—Guestroom Attendant
- Track 3— Banquet/Restaurant Server
- **Registration Fee—\$50 Per Track**



### Forklift/Material Handling

#### Operation Training: 3 Weeks (Sat. Only 8:00am-4:00pm)

- Hands-on fork lift driving experience
- **Registration Fee—\$25.00**

### GED Prep Classes: Tuesdays and Thursdays (2:00pm-4:30pm)

