

TulsaWORKS

Goodwill Industries of Tulsa



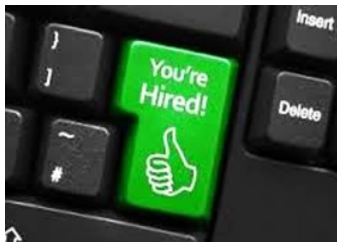
“Career preparation plus community networking equals successful employment.”

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

January 6, 2015 10 am — 12 pm	February 3, 2015 10 am — 12 pm	March 3, 2015 10 am — 12 pm	April 7, 2015 10 am — 12 pm
May 6, 2015 10 am — 12 pm	June 2, 2015 10 am — 12 pm	July 7, 2015 10 am — 12 pm	August 4, 2015 10 am — 12 pm
September 8, 2015 10 am — 12 pm	October 6, 2015 10 am — 12 pm	November 3, 2015 10 am — 12 pm	December 2015 No Orientation

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Case Management Services: CONTINUAL

- Individual advice & referrals to community resources
- One on one assistance with removing barriers to employment
- **PERSONAL ADVOCATE** to DHS & Vocational Rehabilitation Services



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
- Job Searching in an Online World, Online Applications, and Personal Branding
- Career Mapping, Resume Writing, Negotiations, and Basics of Customer Service
- Pre-Employment Assessments, Microsoft Office Suite, and LinkedIn Profile



Workplace Computer Skills: 4 WEEKS (M-F 8:30am-4:00pm)

- High School Diploma or GED required for entrance & 7th Grade Reading Level
- Microsoft Windows, Office 2013: Outlook, Word, Excel, & PowerPoint
- Driver's License Pre-Testing & MOS Testing Available

A+ Certification Training: 7 WEEKS (M-F 8:30am-12:00pm Or 1:00pm-4:30pm)

- H.S. Diploma or GED requirement
- Multimedia & Mobile Computing
- Printers & PC Security
- Managing Windows
- IT Fundamentals
- Basic Networking



Forklift/Material Handling

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

- Hands-on fork lift driving experience
- \$25 Registration Fee – Pre-Registration required

Private Security Unarmed: 8 WEEKS (Sat. Only 8:00am-4:00pm)

- Private Security - Phase I, Phase II (UNARMED ONLY)
- \$25 Registration Fee – Pre-Registration required



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

- Private Security - Phase I, Phase II (UNARMED ONLY)
- \$50 Registration Fee – Pre-Registration required