

# TulsaWORKS

Goodwill Industries of Tulsa



“Career preparation and employment linked with family support assistance.”

## Get Work. Today's the day...



Whether you're looking for a **new job** or ready to take the next step in **your career**, let us help you find & land the opportunity that's **right for 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)**



@goodwilltulsa



[www.facebook.com/GoodwillTulsa](http://www.facebook.com/GoodwillTulsa)

**2013  
TulsaWORKS  
Orientation  
Schedule:**

**January 2<sup>nd</sup>  
Wednesday  
10am – 12pm**

**February 5<sup>th</sup>  
10am – 12pm**

**March 5<sup>th</sup>  
10am – 12pm**

**April 2<sup>nd</sup>  
10am – 12pm**

**May 8<sup>th</sup>  
Wednesday  
10am – 12pm**

**June 4<sup>th</sup>  
10am – 12pm**

**July 2<sup>nd</sup>  
10am – 12pm**

**August 6<sup>th</sup>  
10am – 12pm**

**September 4<sup>th</sup>  
Wednesday  
10am – 12pm**

**October 1<sup>st</sup>  
10am – 12pm**

**November 5<sup>th</sup>  
10am – 12pm**

**December  
*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



## ▶ **Life Skills Class:**

**1 WEEK**

- 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**

**8:30 AM – 4:00 PM**

- Computer Basics: Keyboarding, Windows 7, 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



## ▶ **Workplace Computer Skills:**

**7 WEEKS**

**8:30 AM – 4:00 PM**

- High School Diploma or GED required for entrance
- Microsoft Windows, Office: Word, Excel, PowerPoint, & Access (**prerequisites**)
- GED Pre-Testing & Driver's License Pre-Testing



## ▶ **Corporate Customer Service Training:**

**4 WEEKS**

**8:30 AM – 4:00 PM**

- H.S. Diploma or GED requirement
- Daily Keyboarding Lab
- Resume & Online Application Development
- Computer Basics
- Customer Service Training
- Call Center Terms and Skills Training – (using the simulation software used by employers!)



## ▶ **Forklift/Material Handling Operation Training: 3 SATURDAYS**

**8:00 AM – 5:00 PM**

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



## ▶ **Private Security: Unarmed**

**SATURDAY CLASSES**

**8:00 AM – 5:00 PM**

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