

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



@goodwilltulsa



www.facebook.com/GoodwillTulsa

2014

TulsaWORKS Orientation Schedule:

January 7th
10am – 12pm

February 4th
10am – 12pm

March 4th
10am – 12pm

April 1st
10am – 12pm

May 7th
Wednesday
10am – 12pm

June 3rd
10am – 12pm

July 1st
10am – 12pm

August 5th
10am – 12pm

September 2nd
10am – 12pm

October 7th
10am – 12pm

November 4th
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



▶ A+ Certification Training:

7 WEEKS

8:30 AM – 12:00 PM Or 1:00 PM - 4:30 PM

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



▶ 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

8 SATURDAY CLASSES

8:00 AM – 5:00 PM

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