

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



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



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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 **8 SATURDAY CLASSES**
8:00 AM – 5:00 PM

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