

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 or 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 2016

NO ORIENTATION



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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
- Job Searching in an Online World, Online Applications, LinkedIn Profile & Personal Branding
- Career Mapping, Resume Writing, Negotiations, and Basics of Customer Service



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—1 Week

A+ Certification Training: 7½ Weeks (M-F 8:30am-12:00pm OR 1:00pm-4:30pm)

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



Private Security Unarmed: 2 Options Available

Option 1 — 7 Week Saturday (8:00am-4:00pm) - Registration Fee—\$25.00

Option 2 — 2 Week Fast Track (M-F 5:30pm-9:30pm) - Registration Fee—\$50.00

- Private Security - Phase I, Phase II (UNARMED ONLY)



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: 2 Options — 3 Tracks Available

Option 1 — 8 Classes—Weekday Classes (T-F 8:30am-4:00pm)

Option 2 — 8 Classes—Saturday Classes (Sat. Only 8:00-3:30pm)

Choose from three tracks—Front Desk Representative, Guestroom Attendant or Banquet/Restaurant Server - **Registration Fee—\$50.00 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)

