"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
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
- Multimedia & Mobile Computing
- Printers & PC Security

A+ Certification Training: 7½ Weeks (M –F 8:30am—12:00pm OR 1:00pm—4:30pm)
- IT Fundamentals
- Basic Networking & Windows
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- Basic Networking & Windows
- Multimedia & Mobile Computing
- Printers & PC Security
- Word 2013—1 Week
- Excel 2013—1 Week
- PowerPoint 2013—1 Week
- Outlook 2013—1 Week

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)