

# FEBRUARY 2012

# JOB SEEKER WORKSHOPS—FREE!!

Tulsa Eastgate Workforce  
Oklahoma Office  
(EAST)  
14002 East 21st Street  
Suite 1030  
Tulsa, OK 74134  
(918) 796-1200

Skyline Workforce  
Oklahoma Office  
(SKY)  
6128 East 38th Street  
Suite 405  
Tulsa, OK 74135  
(918) 384-2300

Sapulpa Workforce  
Oklahoma Office  
(SAP)  
1700 South Main  
Sapulpa, OK 74120  
(918) 224-9430

MON

TUES

WED

THURS

FRI

		<b>1</b> Job Search Skills SKY (by appt only) 9a - 12p  GED Classes EAST 9a - 12p	<b>2</b>  Personal Budgeting EAST 2p - 3p	<b>3</b> WIA Training Informational Session EAST 10a - 12p (Arrive 15 min. prior)
<b>6</b>  GED Classes EAST 9a - 12p	<b>7</b>  Job Search Skills EAST 8:30a - 11:30a  Job Search Skills EAST 1p - 4p	<b>8</b> Job Search Skills SKY (by appt only) 9a - 12p  GED Classes EAST 9a - 12p	<b>9</b>	<b>10</b> WIA Training Informational Session EAST 10a - 12p (Arrive 15 min. prior)  Resume Workshop SKY 10a - 12p
<b>13</b>  GED Classes EAST 9a - 12p	<b>14</b>  Job Search Skills EAST 8:30a - 11:30a  Job Search Skills EAST 1p - 4p	<b>15</b>  Job Search Skills SKY (by appt only) 9a - 12p  GED Classes EAST 9a - 12p	<b>16</b>  Resume Workshop EAST 10a - 12p	<b>17</b> WIA Training Informational Session EAST 10a - 12p (Arrive 15 min. prior)  Basic Computer Skills Class EAST 10a - 12p
<b>20/27</b>  (Feb. 20th Only) <b>PRESIDENTS' DAY</b> (Offices are Closed)  (Feb. 27th Only) GED Classes EAST 9a - 12p	<b>21/28</b>  Job Search Skills EAST 8:30a - 11:30a  Job Search Skills EAST 1p - 4p	<b>22/29</b>  Job Search Skills SKY (by appt only) 9a - 12p  GED Classes EAST 9a - 12p  (Feb. 22nd Only) <b>Ace Cash Express</b> <b>Hiring Event</b> EAST 10a - 2:00p	<b>23</b>	<b>24</b>  WIA Training Informational Session EAST 10a - 12p (Arrive 15 min. prior)  Interviewing Workshop Power of the 2 Second Rule SKY 10a - 12p

## WORKSHOP INFORMATION - Can join anytime

Basic Computer Skills Workshop - Designed for people with little to no experience with computers. Learn the basics of using: computers, windows, a mouse, as well as the Internet.

Job Search Skills - This weekly workshop functions as networking support groups focusing on how to do: Job Searches, Resumes and Employment Applications and Interviewing Skills.

WIA Training - Sessions that provide information about how to obtain training/re-training for High Demand Jobs in the local area.

