

# TulsaWORKS

Goodwill Industries of Tulsa



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

## Get Work. Today's the day...



Whether you're looking for a **new job** or ready to take the next step in **your career**, let us help you find & land the opportunity that's **right for 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](http://www.goodwilltulsa.org)



@goodwilltulsa



www.facebook.com/GoodwillTulsa

**2013**  
**TulsaWORKS**  
**Orientation**  
**Schedule:**

**January 2<sup>nd</sup>**  
**Wednesday**  
**10am – 12pm**

**February 5<sup>th</sup>**  
**10am – 12pm**

**March 5<sup>th</sup>**  
**10am – 12pm**

**April 2<sup>nd</sup>**  
**10am – 12pm**

**May 7<sup>th</sup>**  
**10am – 12pm**

**June 4<sup>th</sup>**  
**10am – 12pm**

**July 2<sup>nd</sup>**  
**10am – 12pm**

**August 6<sup>th</sup>**  
**10am – 12pm**

**September 4<sup>th</sup>**  
***Wednesday***  
**10am – 12pm**

**October 1<sup>st</sup>**  
**10am – 12pm**

**November 5<sup>th</sup>**  
**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 XP, Internet Basics, **PROVE IT!** Test
  - KeyTrain/ WorkKeys: Career Readiness Certification (CRC) program
  - Customer Service: Cash Handling, Front Desk & Reception, Hospitality & Retail



**▶ 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; Microsoft Word, Excel Tutorials
  - **Extensive Customer Service/Teamwork 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 SATURDAY CLASSES**

- 8:00 AM – 5:00 PM**
- Private Security - Phase I, Phase II (UNARMED ONLY)
  - **\$25 Registration Fee – Preregistration required**



**▶ Medical Administrative Assistant SATURDAY CLASSES**

- 8:00 AM – 5:00 PM**
- **Nationally Certified Medical Administrative Assistant Training**
  - Requirements include: HS Diploma/GED, 50% minimum score on MS Word Test, Typing-35 WPM, 10 Key-6000 KPH, must have previous office experience