

WorkSource Portland Metro Workshop Calendar April 2026



Find our workshop descriptions below

Registration at worksourceportlandmetro.org under “MyWorkSource”

*For career workshops and skills development classes on LinkedIn Learning, please talk to WorkSource staff.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
WorkSource Training Scholarship Application Info Session (Virtual)	10:00 – 11:00 April 27 WSPM N/NE	2:00 –3:30 April 7 WSPM B/H	11:00 – 12:00 April 7 WSPM Gresham	9:30 –11:30 April 8 WSPM SE	9:00- 10:30 April 16 WSPM Tigard	
Scholarship Application Follow Up Support (In Person) <i>-See description for Details-</i>		1:30 – 3 :00 April 14 WSPM Gresham, 2nd floor computer lab				
Find Your Career Fit (Virtual)		10:00 – 12:00 April 7, 14, 21,28 WSPM N/NE Join Here				
Social Media for Job Search Success (Virtual)			2:30 – 3:30 April 15 WSPM SE			
Career Mapping Lite (In Person)			9:30 – 11:30 April 15 WSPM B/H-Lab108			
Career Transition Cohort (Virtual)				9:30 –11:30 April 2, 9, 16, 23, 30 WSPM N/NE		
Advanced Resume (Virtual)	10- 11:30 April 26 WSPM B/H					



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	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	FRIDAY
High Tech Networking Group		9:30 – 11:00 April 7, 14, 24 28 <i>WSPM B/H (Virtual)</i>				9:30 – 11:00 April 3, 10, 17, 24 <i>WSPMB/H Rm310</i>
Information Network (In Person)		10:00 – 12:00 Every 3 rd Tuesday, <i>WSPM Gresham</i>				
Job Search Strategies (Virtual)				9:00 – 11:00 <i>April 29 WSPM SE</i>		
Successful State Applications Workshop (Virtual) Register here!		10:30 – 12:00 April 14, 28 OR Emp. Dep.				
Computer Basics(In Person)	9:00 – 10:30 April 28 <i>WSPMB/H</i>	9:00 – 10:30 April 7, 21 <i>WSPM N/NE</i>	9:00 – 10:30 April 16 <i>WSPM Tigard</i>	9:00 – 10:30 April 1, 8, 15, 22, 29 <i>WSPM SE</i>	9:00- 10:30 April 16 <i>WSPM Gresham</i>	
Financial Empowerment: (Virtual)				5:30- 7:30 <i>April 1, 8, 18</i> <i>WSPM B/H</i>		
Meet the Employer Virtual				3:00 –4:00 <i>April 23 TBD</i> Register Here		

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Google Sheets (in person)	11:00 – 12:30 April 27 WSPM B/H Rm 110	11:00 – 12:30 April 7 WSPM Tigard			
Google Drive (in person)	9:00 – 10:30 April 13 WSPM B/H Rm 110	9:00 – 10:30 April 21 WSPM Tigard			
Gmail (in person)	11:00 – 12:30 April 6 WSPM B/H Rm 110	9:00 – 10:30 April 7 WSPM Tigard	11-2:30 April 1, 8, 15, 22, 29 WSPM SE	11:00- 12:30 April 16 WSC Gresham	
Google Docs (In Person)	11:00 – 12:30 April 13 WSPM B/H, Rm 110	11:00 – 12:30 April 21 WSPM Tigard	11:00 – 12:30 April 7 WSPM N/Ne	11-2:30 April 1, 8, 15, 22, 29 WSPM SE	
Google Slides (In-Person)	9:00 – 10:30 April 20 WSPM B/H Rm 110	11:00 – 12:30 April 28 WSPM Tigard			
Online Job Seeking In person			2:00- 3:30 April 1, 8, 15, 22, 29 WSPM SE		



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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Career Exploration: skilled trades (Virtual)	12:30 – 2:30 April 20 <i>WSPM Tigard</i>		9:00 – 12:00 April 15 <i>WSPM SE</i>		
Resume Helpdesk (In Person) No WorkSource registration required!			9:00 - 11:00 Every Wednesday <i>WSPM N/NE</i>		
Community Resources: Find Support Today! (Virtual)		10:30 – 11:30 <i>April 20</i> <i>WSPM N/NE</i> Register here!			
Microsoft Word (In Person)	11:00 - 12:30 April 20 <i>WSPMB/H</i>	11:00 – 12:30 April 21 <i>WSPM N/NE</i>	11:00 – 12:30 April 14 <i>WSPM Tigard</i>	2:00- 3:30 April 16 <i>WSPM Gresham</i>	
How to Write A Cover Letter (In Person) No WorkSource registration required!			11:00 – 12:00 April 1 <i>WSC N/NE</i>		
Targeting Your Resume (In Person) No WorkSource registration required!			11:00 – 12:00 April 8 <i>WSPM N/NE</i>		
Preparing for the Interview (In Person) No WorkSource registration required!			11:00 – 12:00 April 15 <i>WSPM N/NE</i>		

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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Interviewing with STAR (In Person) No WorkSource registration required!			11:00 – 12:00 April 22 WSPM N/NE		
Soft Skills and Resume Writing (In Person)		9:00 –11:30 Every Tuesday WSPM B/H Rm 110		9:00 –11:30 Every Thursday WSPM Tigard	
Interpersonal Skills- Virtual			9:00- 11:00 April 22 WSPM SE		
Worksource Portland Metro locations	WSPM Tigard: Tigard 11950 SW Garden Pl. Suite 100, Tigard 503 612 4200 WSPM SE: Southeast Portland 6401 SE Foster Rd 503 772 2300	WSPM N/Ne: N. Portland 30 N Webster 503 280 6046 WSPM B/H: Beaverton/ Hillsboro 241 SEW Edgeway Drive, Beaverton 503 526 2700	WSPM Gresham 18633 SE Stark St 503 669 7112		

Workshop Descriptions



Resume Helpdesk	If you live near the N/NE WorkSource Center and you need help with creating a resume or updating your resume, you can bring it to the N/NE WorkSource Center to get assistance. No appointment needed, just stop by on Wednesdays from 9:00 am to 11:00 am.
Community Resources - Find Support Today!	Join and learn about available resources around you; Income/cash assistance, Housing, Food, Legal Support, Health Information, Mental Health resources, Utility bill assistance, some parent and family resources.
Social Media for Job Search Success	Presented by Portland Youth Builders. Times have changed in the job market. Resumes and job boards just don't seem to be enough. That's because more than 90% of recruiters and hiring managers now rely on social media to find and vet new talent. Learn how to use LinkedIn strategically for personal branding, networking and finding work in the hidden job market.
Interpersonal Skills	Do you want to know the secrets of what an employer is REALLY looking for when they interview you? Do you want to learn how to be promotable in an organization? It all comes down to your interpersonal skills or soft skills. Our area employers have told us what interpersonal skills they feel are the most important to them. They are: Proactive Communication & Collaboration, Reliability, Self-Management, Taking Initiative. You will learn what each of these interpersonal qualities mean and how to articulate and demonstrate them during an interview so that employers hire you.
Google Docs	Presented by Goodwill Industries Explore the potential of the free word processing software—Google Docs. This class (which requires students to have a google account) introduces students to the formatting of Google Docs and allows students to explore the system of drop-down menus to format, create, and insert objects into a document. Unique to this class, which is in a Cloud based software environment, instruction demonstrates the downloading, uploading, and sharing of Doc files.
How to Write A Cover Letter	Presented by Goodwill Industries A tailored cover letter is a great way to persuade employers to invest in you and your future. This class will look at the different sections of a tailored cover letter and give ideas of what information should be included in a cover letter.
Targeting Your Resume	Presented by Goodwill Industries Learn how to customize your resume to help you stand out amongst other job candidates! This class will help you tailor your resume's professional experiences to a job description.
Microsoft Word	Presented by Goodwill Industries Begin to master the spectrum of capabilities within Microsoft Word, gaining practical formatting skills and an introduction to advanced skills such as design and layout. Students will learn to navigate the tabs and ribbon within Word and understand how to use the tools that word processing software can provide to job seekers and employees in the workforce. This course provides a jumping off point into the multitude of software offered through Microsoft Office.
Google Slides	Presented by Goodwill Industries Become familiar with the tools to create eye-catching presentations and impress potential employers with design capabilities. Students will be introduced to the basics of presentation creation and the tools within Google Slides to enhance the appeal of their visual aids. This course will allow students to experiment with the different aspects of presentation design and advise them on the principles of visual information enhancement.

Workshop Descriptions



<p>Find Your Career Fit (Virtual)</p>	<p>Find Your Career Fit- Explore your strengths and skills that you would most like to emphasize for your next career opportunity. Identify those strengths and how to communicate them to future employers. Resume Writing Professional tips on updating and improving your resume to highlight your key strengths. Interview Skills Practice answering the trickiest interview questions and creating narrative stories that demonstrate what you have to offer in the world of work. Networking and Beyond Explore the best practices for creating the opportunities you really want for your career. Includes tips on how to find people to connect with, questions to ask, and ways to act in making the career changes you desire. Register for the full class with My WorkSource Oregon; or you can join any Tuesday through this zoom link: Join Here</p>	
<p>High Tech Networking Group (Virtual) & (In Person)</p>	<p>High Tech Networking Group (aka Navigating Job Search) supports individuals from all industries in the process of finding employment. All are welcome. In a supportive environment, we will look at job search materials and strategies with a focus on what will be most effective. Weekly topics, guest speakers, job search skills and job leads shared. Weekly Topics: Virtual : Topics TBD</p>	<p>High Tech Networking Group (aka Navigating Job Search) supports individuals from all industries in the process of finding employment. All are welcome. In a supportive environment, we will look at job search materials and strategies with a focus on what will be most effective. Weekly topics, guest speakers, job search skills and job leads shared. Weekly Topics: In Person: Topics TBD</p>
<p>Career Exploration</p>	<p>Develop your own career goal by exploring a variety of web-based tools to learn about work values, preferred work environments and fit for certain careers in this fun and interactive workshop. You will be provided with resources that will help you identify your workplace values, interests, skills, and the local labor market information for you to effectively job search on your own.</p>	
<p>Scholarship Application Follow Up Support (In Person)</p>	<p>The Scholarship Application Support Session will be an in person meeting led by a Skills Team staff member at the WorkSource computer lab to provide those who have attended a Scholarship Workshop and need additional support for completing their Scholarship application. Must have attended a WSPM Scholarship Application workshop!</p>	
<p>Google Sheets</p>	<p>Presented by Goodwill Industries Build spreadsheet skills with the cloud-based, free software Google Sheets. This class, friendly to beginners with Google Accounts, allows an alternative to the Microsoft Excel class, while teaching many of the same skills. In this class, students become familiar with the user experience using Google Sheets, learn how to format cells, perform functions, and create graphs and tables. Facilitated by Goodwill Industries</p>	

Workshop Descriptions



Computer Basics - Express WSC Express - only 8 spots per class!	Located at WorkSource Express in the basement of Central City Concern's Employment Access Center on 2 NW 2nd Ave, Portland Practice mouse and keyboard skills + basic computer vocabulary. Gain confidence with navigating the internet. Explore how to interact with computer programs and application. Discover how to name, share, and delete files and folders.
Preparing for the Interview	Being confident in an interview involves preparation. This preparation begins the moment you apply and continues until you accept the position. Learn how proper research can show enthusiasm to the interviewer while also preparing you for the questions they may ask.
Interviewing with STAR	Presented by Goodwill Industries Many interviewers ask behavioral questions to gain better insight into how you've problem solved or worked with others in the past. The STAR Method provides critical details that show the employer you are capable of handling the task.
Career Transition Cohort 4 Part Series (only 10 spots per class)	Work with a group of fellow jobseekers and a career coach to explore what direction you want to go next in your career. Engage in insightful activities and generate new ideas in a supportive environment. Network and share connections and best practices for an innovative career search and a resourceful career transition. Join a cohort at the beginning of each month for a total of four 2-hour meetings! Join Here!
Google Drive	Presented by Goodwill Industries Gain a greater understanding of the power and use cases for Cloud Storage through the lens of Google Drive. Building upon the Gmail class, the Google Drive class offers students an introduction to the integration of the Google ecosystem. Students will learn the benefits of using cloud storage, allowing them to further understand how to upload, create, and interact with file storage. This class also introduces students to Google Drive for Businesses, reviewing the differences between Shared Drives and cloud file sharing. Facilitated by Goodwill Industries
Gmail	Presented by Goodwill Industries Learn to create, or better utilize, a Google Email (Gmail) account. This course offers students the opportunity to create an email account to assist in learning additional skills offered in our other Google Suite classes. The Gmail class will guide learners through the process of account creation and help them navigate the use of categories within their inbox, along with advanced features, such as creating professional signatures and utilizing filters and tools to enhance email. Facilitated by Goodwill Industries
Layoff Transition Assistance (Info Session)	Have you been laid off? These information sessions include information on: • Unemployment Insurance • Health Insurance Information • Labor and Community Resources (211 and represented workers) • Trade Act Information (if the layoff is due to impacts of trade). Please join us for a comprehensive 90 min. info session + Q&A to learn about possible next steps after/right before a lay-off.
Financial Empowerment 3 Part Series (Virtual)	<i>Wednesdays, April 1, 8, 18</i> <i>Hosted by WSPM Beaverton/ Hillsboro</i>
Soft Skills and Resume Writing (In Person)	9:00 -10:00 Identifying and Assessing soft skills 10:00-11:00 Resume Essential 11:00—11:30 Targeting your resume

Workshop Descriptions



WSPM Scholarship Application Workshop Info Session	<p>Learn about the occupational training funds available through WorkSource Portland Metro. This workshop explains who is eligible to apply for training funds, how to apply, and introduces you to the types of occupational training available. We also explain the array of services available through the Skills Teams at WorkSource.</p>
Job Search Strategies (Virtual)	<p>In this fun and interactive workshop, you will explore a variety of online resources on learning how to present yourself professionally in job search, where to find labor market information and where to look for and apply for work. Receive information on what you can do online to develop your skills that will increase your effectiveness as a job seeker.</p>
Online Job Search, hosted by Goodwill	<p>In today's digital world, job searching has evolved significantly. Learn how to navigate online job postings, how to identify red flags in job listings, extract key qualifications and create a strong INDEED profile. This course will equip students with the essential skills to stand out to employers.</p>
Successful State Applications	<p>Are you interested in applying to jobs with the State of Oregon? Review how to research State of Oregon job announcements, agencies and job classifications. Discover how to tailor your resume to the job description, all while networking with live State Agents.</p>
Information Network	<p>This workshop will provide information about WorkSource Gresham programs and services and various programs that will help you progress in your career choices. Participants will also be provided with information on Networking and how that can help you in your independent job search.</p>
Career Mapping Lite	<p>Stuck? Stumped? Frustrated? Not sure what to do next? Working with a group of peers, you will self-identify your strengths and abilities and learn how to translate those into a new or refined career path. Begin the process of learning how to set short and long-term career goals and how to develop concrete strategies for meeting these goals. Information will also be provided on community resources available to you.</p>
Computer Basics	<p>Presented by Goodwill Industries Build a strong foundation in your educational journey by learning the basics of computer use. Starting with the basics of logging in, to accessing computer settings to personalize the user's experience; this class offers all computer users valuable information. Computer Basics works to assist those who haven't ever opened a computer, while enhancing the knowledge of casual users on how to get the most from their time spent in front of the computer screen.</p>
Successful State Applications	<p>Master the art of applying for jobs with the state of Oregon. Discover how tailoring your application materials so they speak to each job announcement helps increase your chance for an interview.</p>

WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. To place a free relay call in Oregon, dial 711. This program is financed in whole or in part by funds provided by the US Department of Labor.