

NOVEMBER | DECEMBER 2016

CAREER *Connect*

a publication of
WorkOne
NWI

Retail Careers ON THE RISE

SKILLED TRADES

Why young people
are missing the boat

Services and assistance for
VETERANS AND SPOUSES



Start your career in Retail



Retail Management

This training is designed to engage new Sales Managers, Assistant Managers or general retail managers who want to learn and understand more about the retail business.

Training Details: January 23-March 20, 2017
8:30am-12:30pm (4 hours in-class instruction on Mondays in addition to on-line course work.

Curriculum: Overview of concepts and processes, areas of accountability for a manager on human resources, merchandising, customer service and sales, and financial reporting.



Customer Service & Sales

This training is for those wanting to enter retail industry in entry level sales and service associate positions.

Training Details: January 23-February 17, 2017
1:00-5:00pm, Monday through Friday.

Curriculum: Overview of retail industry, role of a sales associate, the value of delivering excellent customer service, strategies to drive sales, and basic understanding of store operations.



Loss Prevention

This training is for individuals currently unemployed wanting to enter retail field and who are interested in the Loss Prevention/Asset Protection Profession.

Training Details: Dec. 12, 2016-January 19, 2017
1:00-5:00pm, Monday through Friday. This training will factor in a holiday schedule that is TBD.

Curriculum: Training covers three subject matter domains: retail environment, becoming a successful business person, and loss prevention basics and tools.



All training takes place at the Retail Training Lab at Southlake Mall in Southlake Mall in Merrillville.

For further information or to
register call:

219-362-2175, ext. 535

srichardson@innovativeworkforce.com



These no-cost training sessions are made possible with funding from Chicago Cook County Partnership through a generous grant from the Walmart Foundation grant.

Offering You NO-COST Individual Services

- Skills evaluation
- Resume development and cover letter assistance
- Career planning
- Training dollars and scholarship/grant information
- Job search assistance
- Interview preparation
- Youth career and work information

Job Search Tools Available

You'll gain the competitive edge you need to be successful in your job search by using (for free) the following WorkOne tools and information:

- Computer Lab
- Internet Access
- Fax Machine and Copier
- Telephone
- Information/Resource Center

Veteran Priority Service If you are a veteran—you'll receive priority service! Ask to speak to a WorkOne Veteran Rep.

FREE WORKSHOPS

See pages 10-15 for complete details!



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WorkOne CAREER Connect

a publication of **WorkOne** NWI

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WorkOne Northwest Indiana Career Connect is an initiative of the Northwest Indiana Workforce Board. Serving Jasper, Lake, La Porte, Newton, Porter, Pulaski and Starke Counties.

The WorkOne system is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. Call (800) 743-3333 (TDD/TTY relay services).

Editorial for Career Connect provided by Barbara Grimsgard, Communications Manager, Center of Workforce Innovations, Regional Operator-WorkOne Region 1. 2804 Boilermaker Court, Ste. E, Valparaiso, IN 46383 | 219-462-2940 gotoworkonenw.com

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Why young people are missing the boat when it comes to exploring the **skilled** trades *as a career path*



Retirement of the baby boomers who built their careers working in the skilled trades is sounding off alarms for many employers. The boomer generation is known for their hard work, industriousness and strong work ethic. The alarms set off because as they grow older, the younger generation is not following in their career path. The result are gaps. Gaps that need to be filled if we are to continue growing the workforce and our economy.

Young people need to see the value of exploring career and technical education. Based on employer needs, job growth, and salaries, the trades are poised to be a smart option for young people to consider.

The infographic on the following page from explorethetrades.org provides insight on this severe and growing crisis.

The Shortage of Skilled Trades Workers in the U.S.

An Examination of this Severe & Growing Crisis



Only 6% of students consider a career in the trades¹

20% job growth in PHCE industry over the next 10 years.

Department of Labor
www.onetonline.org

58 average age of an electrician in Boston.

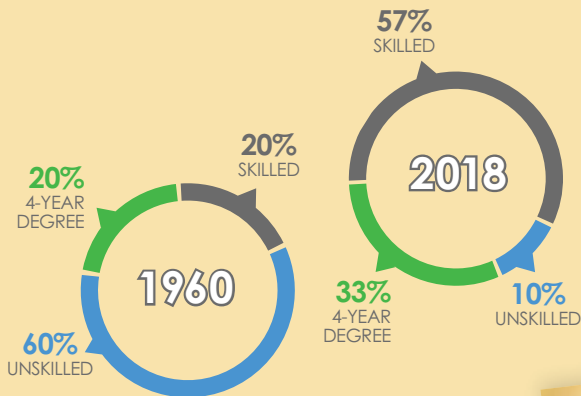
Workforce Investment Center
Salem, Massachusetts

60% turnover of employees in the next ten years.

Department of Labor
www.onetonline.org

The "College for All" Rhetoric

66% of high school students enroll in higher education, but only 33% of future jobs will require a 4-year+ degree²



1:2:7 True Ratio of Jobs in Our Economy²



For every **1 occupation** requiring a **Master's Degree** or more



there are **2 professional jobs** requiring a **University Degree**

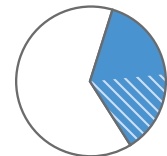


and **7 jobs** requiring a **one year certificate** or **two year degree**

The Alarming Shortage Figures

In 2014, ManpowerGroup spoke to over 37,000 employers in 42 countries to look at the extent to which they are having difficulty finding the right talent and what jobs are most difficult to fill.³

Difficulty Filling Jobs



36% of all employers report difficulty filling jobs

54% of those experience a medium-to-high impact on their ability to meet the needs of clients

Top 3 Jobs Employers Having Difficulty Filling



1 Skilled Trade Workers



2 Engineers



3 Technicians

¹ RIGID Survey, 2009

² Fleming, K (2013). Success in the New Economy; <http://www.teloses.com>

³ Manpower Group (2014). 2014 Talent Shortage Survey.

A bright look at the **Construction Industry**

Diverse and dynamic

A career in construction is both challenging and rewarding. Craftspeople are a highly skilled part of the work force and have the ability to work on jobs around the country (and the world). **Learning a trade can be more than just your gateway to a career, it's your gateway to a whole world of possibilities.**

Opportunities for advancement in construction are available in every trade.

Job Opportunities

Nearly half of the skilled trade workers in the United States are approaching retirement age. This exodus of workers will create career opportunities for men and women entering into the industry. The infrastructure in the United States has been rapidly deteriorating. Many of our bridges and sanitary and sewer systems were built in the 1950's and are in need of replacement, providing an opportunity to join a vibrant a prosperous career in the professional building trades.

Apprenticeship Programs and Beyond

All individuals entering into a professional trade start out in a comprehensive training program known as an apprenticeship. Apprenticeship programs are a method of learning in which skilled

trade professionals (certified journeypersons) pass on knowledge and skills to students (apprentices). The program is highly structured and combines classroom education with on-the-job training instruction. Upon successful completion of the apprenticeship program, individuals are considered to be journey-level craft professionals.



For individuals interested in advancing their careers beyond journey-level, many of the building trade training centers and construction trade associations such as the Construction Advancement Foundation offer higher-level, industry specific training programs. These can include Foreman, Superintendent, Project Management, Estimator, Safety Management, and Executive-level training.

Debt-Free Education

A great benefit of the construction apprenticeship program is the debt-free education. In many apprenticeship programs, apprentices can earn a college degree for their coursework and on-the-job training from Ivy Tech Community College. Not only do apprentices get a debt-free education and a degree, but they also get paid for their time spent working on the job mastering their craft.

Wages

A skilled tradesperson in the construction industry can expect to earn roughly \$45,000 - \$90,000 a year depending on the trade and hours worked. Superintendents, Foreman, Estimators, and Project Managers can earn upwards of six-figures every year.

Benefits & Retirement

Employees of the skilled trades and their families all receive health and other benefits as part of their total compensation package. Plans vary by trade and most provide some form of Medical, Prescription, Dental, Vision, Weekly Accident & Sickness, Death and/or Dismemberment benefits. Retirement benefits can vary within the construction industry depending on the employer and the trade.



Retail careers *on the rise*

As far as careers go, retail usually gets a bad rap. The truth though is that retail is not only a big industry in Northwest Indiana (not to mention nationwide), but it also has a better outlook as a career than most people assume. Particularly thanks to support from WorkOne programs that aim to help employees and employers bridge the gap between having a job and building a career.

The retail industry of Northwest Indiana currently employs more than 41,000 people, which makes it the 3rd largest industry in the area based on employment. Even with that many people already working, employers still report a large number of openings. According to projections from EMSI Inc. based on data from the Bureau of Labor Statistics, retail industry jobs will grow by nearly 1,000 new positions in Northwest Indiana in just the next four years alone.



Employers say that not only do they face a real need for good employees able to handle the daily challenges of the job and keep customers happy, but that they are eager to help those employees continue growing. Those who prove themselves capable can take advantage of opportunities to move up, primarily into management positions that pay significantly more than the entry-level positions.



So, what does a career in retail look like?

A variety of positions are available to those entering the field. To get started, it helps to have good people and customer service skills, with sales abilities a plus. Cashiers and sales people are obvious starting points, but there is a local need for loss prevention specialists and stockers, which may take a bit more training but can result in higher pay as well as greater ability to advance your career. With a few years experience, demonstrated ability to lead, and some additional training, management positions round out the career pathway for the retail industry as you use everything you learned along the way to keep your customers happy and your store operating cleanly and efficiently.

WorkOne can help you get started in your career, and support your growth along the way. Contact Susan Richardson at 219-362-2175, ext. 535 for Free training beginning in January.

TOP JOBS IN RETAIL

Job Title	Median Hourly Earnings	Education or Experience	Projected # of Jobs by 2020
General and Operations Managers	\$36.71	Bachelor's degree and/or 5+ years experience	670
First-Line Supervisors of Retail Sales Workers	\$16.57	High school diploma	3,251
Stock Clerks and order Fillers	\$10.22	High school diploma	3,617
Retail Salespersons	\$9.90	High school diploma	11,028
Cashiers	\$9.28	High school diploma	8,323

Priority of service and assistance *given to* **Veterans** **and their spouses** at WorkOne



Indiana is committed to providing quality employment services to veterans at our WorkOne Centers. Veterans go to the front of the line and each office has an onsite veteran's representative that assists with employment needs.

The Department of Workforce Development (DWD) Veteran Service program provides specific job placement services. To qualify for placement services you must meet the following definition and be registered with your local WorkOne Center—see inside back panel for a location near you in NW Indiana.

- Any individual who served more than 180 days on active duty (not for Reserve or National Guard training).
- Any individual who served on active duty and was released because of a service connected illness or injury. (Does not have to meet the 180-day rule)
- Any individual who was in the National Guard or Reserves and was called to active duty during a war or in a campaign or expedition for which a campaign badge is authorized. (Examples are Panama, Grenada, Haiti, Beirut, Persian Gulf, Desert Shield or Desert Storm. You do not have to have served in that area.)

Services that are provided to qualified veterans include:

- Face-to-face orientation of the WorkOne Center and services provided
- Face-to-face review of IndianaCAREERConnect.com, the largest source of job openings in the state

- Direct referral to jobs (Both established jobs and job development)
- Assistance looking for a job, developing a resume and preparing for an interview
- Referral to other federal, state and local agencies
- Information on veteran's rights and employment benefits
- Assistance transitioning into civilian employment
- Training incentives and grants
- Veterans' newsletter
- Guidance finding vocational training
- Post-employment counseling
- Occupational skills assessment

These services provide veterans with the necessary information they need to find and secure suitable employment and make the transition from the military to the civilian workforce.



If you are a veteran, please visit your nearest WorkOne Center and speak to a veteran's representative today. All representatives are honorably discharged service members that specialize in assisting in your employment needs. (See back inside panel for a location near you)

Happy Veterans Day

We thank those who served our country!



WorkOne offers **New** Workshops

How to Get a Job in Northwest Indiana (NWI) Do you know what local employers are looking for? What industries have the best careers in your area? What can you do to get yourself into a great local position? How to Get a Job in Northwest Indiana gives you a peek at what you can expect employers to be on the lookout for, what industries and careers are in-demand, and what you can do to launch yourself towards your next great career move!

WOW! WorkOne Can Help You! What is WorkOne all about? In Wow! WorkOne Can Help You! you will learn about all of the amazing free services that WorkOne has to offer the community and you! Need help with your resume? Or maybe you are nervous about an upcoming interview. Come on in and attend this session to learn exactly how WorkOne can help you!

Computer Basics Come to this hands-on free session to receive some quick tips and assistance with your computer skills. This session will allow you time to practice your computer skills and get some quick tips. We will also give you access to some great resources to take your computer usage and skills to the next level!

You've Got Skills* Have you ever struggled to describe all of the things you know how to do? Froze when talking to an employer? Have you been at the same job for years, and think that it is the only thing you know? This interactive workshop will get you seeing yourself in a whole new light! You've Got Skills! Let us help you identify them, so the next time you are in front of an employer you will know exactly what to say! You will walk out of this workshop with a list of skills you can offer an employer, an understanding of where you fit best in the working world, and the knowledge that You've Got Skills!

Topics include:

- The difference between suppressed and unsuppressed job orders
- Different searching techniques (by area employer, etc.)
- Tips on avoiding limited results (salary too high on search criteria, etc.)

► Learning Outcomes Covered:

- Job Search
- Career Interest
- Digital Literacy
- Resume Development
- Work Readiness

Resume Success* Are you unsure if your resume is hitting the mark with employers? With this hands on workshop experience you will discover exactly what employers are looking for, crucial tips to creating the best resume for you, editing advice for that extra touch to get you noticed, and much more! If you want your resume to hit the mark, this workshop is the one for you! You will leave the class with the ground work for an amazing resume every single time! We will help you find Resume Success!

► Learning Outcomes Covered:

- Resume
- Work Readiness
- Job Search

Interview Power* Do you struggle to find the right words to say when they ask you, "Tell me about yourself?" Maybe you just haven't had an interview in a while? This interactive workshop will get you up-to-date on the latest interview trends, put you through the paces with a realistic mock-interview, and help you be prepared to answer any question thrown your way! After sitting through this session you will have some serious Interview Power!

Topics include:

- The purpose of the interview (not to get hired, but to establish self as the best candidate)
- Types of interviews commonly used
- What purposes they are used for
 - Qualities employers seek out in applicant responses
 - Questions you must be able to answer if prompted
 - Dealing with difficult questions
- Learning Outcomes Covered:
 - Interviewing
 - Work Readiness
 - Job Search
 - Career Interest

Get Job "Fit"* Do you know what matters most to an employer? What does "Job Fit" even mean?! This engaging workshop will help you look at the skills that job seekers forget about the most! Teamwork, honesty, reliability, can-do spirit! Sound familiar? This workshop will take you to the next level in developing these skills and knowing how to talk about it. By the end of the class you are sure to Get Job "Fit!"

Northwest Indiana Professional Networking (NIPN)* This exclusive networking group is for WorkOne clients currently working with a Career Advisor who possess an Associate's Degree or higher, or equivalent work experience. Operating as a hybrid for improving your job search skills while networking with others who have similar experiences. This workshop experience is unique in that participants meet every week to build their networks, supports, and skills as they work their way into their next great career move! A non-enrolled individual may attend one session of NIPN as a guest. Customers must be scheduled for this session by a Career Advisor.

ONLINE OFFERINGS INCLUDE:

Orientation provides clients with an overview of the services available at WorkOne. The goal is to encourage customers to make full use of WorkOne offerings, enroll in intensive level services and work with a Career Advisor. Core Level and Self-Service.

► Learning Outcomes Covered:

- Orientation to WorkOne services

Unemployment Insurance provides customers with information they need to navigate the Unemployment Insurance process. Topics include the initial claim, eligibility, and work search requirements. Core Level and Self-Service.

► Learning Outcomes Covered:

- Unemployment Insurance
- Job Search
- Digital Literacy
- Financial Literacy

* Please note that in order to attend one of the following workshops the customer must be enrolled and working with a WorkOne Career Advisor.



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stay updated

New locations for Michigan City and Knox!

New locations for Michigan City and Knox!

Workshops for Michigan City will take place at the Michigan City Library located at 100 East 4th Street, Michigan City, IN.

Workshops for Knox will take place at the Starke County Library located at 152 West Culver Road, Knox, IN

Rensselaer workshops will continue at the WorkOne Office

November 2016 : December 2016

Hours of Operations:

Michigan City: Mon, Wed & Fri, 8 A.M. to 4:30 P.M.

Knox: Mon, Tues, Wed & Fri 8 A.M. to 4:30 P.M. Thur 10 A.M. to 4:30 P.M.

Rensselaer: Mon, Tues, Wed & Fri 8 A.M. to 4:30 P.M. Thur 10 A.M. to 4:30 P.M.

Winamac: Tuesday & Wed 8 A.M. to 4:30 P.M. Eastern Time

Morocco: Mon, Tue, Wed 8 A.M. to 4:30 P.M.

MONDAY	
Knox WorkOne 7	
2:00 P.M. - 2:30 P.M. Computer Basics	
Starke County Library 14	
2:00 P.M. - 2:30 P.M. How to Get a Job in NWI	
2:30 P.M. - 3:00 P.M. WOW! WorkOne Can Help You!	
TUESDAY	
OFFICES CLOSED 8	
THURSDAY	
Michigan City Library 3	
1:00 P.M. - 1:30 P.M. How to Get a Job in NWI	
1:30 P.M. - 2:00 P.M. WOW! WorkOne Can Help You!	
Starke County Library	
2:00 P.M. - 2:30 P.M. How to Get a Job in NWI	
2:30 P.M. - 3:00 P.M. WOW! WorkOne Can Help You!	
Michigan City Library 17	
1:00 P.M. - 1:30 P.M. How to Get a Job in NWI	
1:30 P.M. - 2:00 P.M. WOW! WorkOne Can Help You!	
OFFICES CLOSED 24	
FRIDAY	
WorkOne Rensselaer 4	
1:00 P.M. - 1:30 P.M. How to Get a Job in NWI	
1:30 P.M. - 2:00 P.M. WOW! WorkOne Can Help You!	
2:00 P.M. - 2:30 P.M. Computer Basics	
OFFICES CLOSED 11	
WorkOne Rensselaer 18	
1:00 P.M. - 1:30 P.M. How to Get a Job in NWI	
1:30 P.M. - 2:00 P.M. WOW! WorkOne Can Help You!	
2:00 P.M. - 2:30 P.M. Computer Basics	
OFFICES CLOSED 25	

MONDAY	
Knox WorkOne 5	
2:00 P.M. - 2:30 P.M. Computer Basics	
OFFICES CLOSED 26	
THURSDAY	
Michigan City Library 1	
1:00 P.M. - 1:30 P.M. How to Get a Job in NWI	
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2:30 P.M. - 3:00 P.M. WOW! WorkOne Can Help You!	
Michigan City Library 15	
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Starke County Library	
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2:30 P.M. - 3:00 P.M. WOW! WorkOne Can Help You!	
FRIDAY	
WorkOne Rensselaer 2	
1:00 P.M. - 1:30 P.M. How to Get a Job in NWI	
1:30 P.M. - 2:00 P.M. WOW! WorkOne Can Help You!	
2:00 P.M. - 2:30 P.M. Computer Basics	
WorkOne Rensselaer 16	
1:00 P.M. - 1:30 P.M. How to Get a Job in NWI	
1:30 P.M. - 2:00 P.M. WOW! WorkOne Can Help You!	
2:00 P.M. - 2:30 P.M. Computer Basics	
OFFICES CLOSED 23	

no-cost workshop calendar **WorkOne**

WorkOne no-cost workshop calendar

Workshop Schedule Subject To Change. Please register for our workshops on our website www.gotoworkonenw.com

Gary Office

November 2016 : December 2016

3522 Village Court, Gary, IN, (219) 981-1520

Hours of Operations: Mon, Tues, Wed, Fri – 8:00AM – 4:30PM; Thu – 10:00AM - 4:30PM

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9:00 A.M. – 9:30 A.M. How to Get a Job in NWI 9:30 A.M. – 10:00 A.M. WOW! WorkOne Can Help You! 10:30 A.M. – 11:00 A.M. Computer Basics 2:00 P.M. – 2:30 P.M. Computer Basics	7
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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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OFFICE CLOSED 25

MONDAY

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FRIDAY

OFFICE CLOSED 23



Portage Office

November 2016 ∴ December 2016

Ameriplex Commercial Park, 1575 Adler Circle, Ste.A
Portage, IN, (219) 762-6592

Hours of Operations: Mon, Tues, Thu, Fri – 8:00AM – 4:30PM; Wed – 10:00AM – 4:30PM

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OFFICE CLOSED	25

MONDAY	
10:30 A.M. – 11:00 A.M. How to Get a Job in NWI	5
11:00 A.M. – 11:30 A.M. WOW! WorkOne Can Help You!	
11:30 A.M. – 12:00 P.M. Computer Basics	
9:00 A.M. – 9:30 A.M. How to Get a Job in NWI	12
9:30 A.M. – 10:00 A.M. WOW! WorkOne Can Help You!	
10:00 A.M. – 10:30 A.M. Computer Basics	
9:00 A.M. – 9:30 A.M. How to Get a Job in NWI	19
9:30 A.M. – 10:00 A.M. WOW! WorkOne Can Help You!	
10:00 A.M. – 10:30 A.M. Computer Basics	
OFFICE CLOSED	26
TUESDAY	
2:30 P.M. – 3:00 P.M. Computer Basics	6
2:30 P.M. – 3:00 P.M. Computer Basics	13
2:30 P.M. – 3:00 P.M. Computer Basics	20
WEDNESDAY	
2:00 P.M. – 2:30 P.M. How to Get a Job in NWI	7
2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You!	
3:00 P.M. – 3:30 P.M. Computer Basics	
2:00 P.M. – 2:30 P.M. How to Get a Job in NWI	14
2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You!	
3:00 P.M. – 3:30 P.M. Computer Basics	
2:00 P.M. – 2:30 P.M. How to Get a Job in NWI	21
2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You!	
3:00 P.M. – 3:30 P.M. Computer Basics	
FRIDAY	
OFFICE CLOSED	23



no-cost workshop calendar

WorkOne

WorkOne no-cost workshop calendar

Workshop Schedule Subject To Change. Please register for our workshops on our website gotoworkonenw.com

Hammond Office

November 2016 : December 2016

5265 Hohman Ave., Hammond, IN, (219) 933-8332

Hours of Operations: Mon, Tues, Thu, Fri – 8:00AM – 4:30PM; Wed – 10:00AM - 4:30PM

MONDAY	
9:00 A.M. – 9:30 A.M. How to Get a Job in NWI 9:30 A.M. – 10:00 A.M. WOW! WorkOne Can Help You! 10:30 A.M. – 11:00 A.M. Computer Basics 1:00 P.M. – 1:30 P.M. Computer Basics	7
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TUESDAY	
OFFICE CLOSED	8
WEDNESDAY	
2:00 P.M. – 2:30 P.M. How to Get a Job in NWI 2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You! 3:00 P.M. – 3:30 P.M. Computer Basics	2
2:00 P.M. – 2:30 P.M. How to Get a Job in NWI 2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You! 3:00 P.M. – 3:30 P.M. Computer Basics	9
2:00 P.M. – 2:30 P.M. How to Get a Job in NWI 2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You! 3:00 P.M. – 3:30 P.M. Computer Basics	16
2:00 P.M. – 2:30 P.M. How to Get a Job in NWI 2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You! 3:00 P.M. – 3:30 P.M. Computer Basics	23
2:00 P.M. – 2:30 P.M. How to Get a Job in NWI 2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You! 3:00 P.M. – 3:30 P.M. Computer Basics	30
THURSDAY	
OFFICE CLOSED	24
FRIDAY	
OFFICE CLOSED	11
OFFICE CLOSED	25

MONDAY	
9:00 A.M. – 9:30 A.M. How to Get a Job in NWI 9:30 A.M. – 10:00 A.M. WOW! WorkOne Can Help You! 10:30 A.M. – 11:00 A.M. Computer Basics 1:00 P.M. – 1:30 P.M. Computer Basics	5
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FRIDAY	
OFFICE CLOSED	23



LaPorte Office

November 2016 ... December 2016

300 Legacy Plaza West-Sagamore Center
La Porte, IN (219) 362-2175

Hours of Operations: Mon, Tues, Wed, Fri – 8:00AM – 4:30PM; Thurs– 10:00AM - 4:30PM

MONDAY	
9:00 A.M. – 9:30 A.M. How to Get a Job in NWI	7
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2:00 P.M. – 2:30 P.M. How to Get a Job in NWI	30
2:30 P.M. – 3:00 P.M. WOW! WorkOne Can Help You!	
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THURSDAY	
OFFICE CLOSED	
	24
FRIDAY	
OFFICE CLOSED	
	11
OFFICE CLOSED	
	25

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THURSDAY	
OFFICE CLOSED	
	23
FRIDAY	
OFFICE CLOSED	
	23

no-cost workshop calendar

WorkOne

Northwest Indiana is home to over 30 **adult education** and **learning sites**

Providing
FREE
classes!

Many area
adult education
programs can
help you:

- Brush up on basic math, reading and writing skills before registering for college
- Prepare you for the H.S.E. exam
- Strengthen your English language skills and adapt to practical everyday situation in the U.S.

Adult Basic Education (ABE)

Addresses basic skill needs; e.g., reading, writing, language and math.

Adult Secondary Credit (ASC)

Provides the opportunity for those who didn't finish high school to return as adults and complete credits toward a regular high school diploma.

High School Equivalency (HSE) Preparation (formerly GED Preparation)

Prepares student to pass the exam for the HSE diploma—the equivalent to a credential for high school completion. The actual HSE testing is only offered at a few sites.

English as a Second Language (ESL)

Provides English language instruction to non-English speaking adults along with practical skills for everyday personal, social, and working situations.

*Note: Many adult education locations may require an annual \$20.00 administrative fee to cover books, materials, and/or supplies, however instruction is free.



**The GED is now
the HSE!**

Northwest Indiana Adult Learning Sites

JASPER COUNTY

Jasper County Adult Learning Centers

First Church
5387 West State Road 10
Wheatfield, IN 46392 • (219) 863-9145
Tues., Wed., Thurs. - 9:00 am to Noon
ABE, HSE, ESL

Jasper County Adult Learning Centers

Saint Josephs Chapel
1498 S. College Ave., Rensselaer, IN 47978
(219) 863-8591
Mon. - 9:00 am to 3:00 pm
Tues. & Wed. - 3:00 pm to 6:00 pm
ABE, HSE, ESL

LAKE COUNTY

Crown Point Adult Learning Center

Lakeview Square, 928 B S. Court St.
Crown Point, IN 46307 • (219) 314-9904
Mon. & Wed. - 9:30 am to 12:30 pm;
1:00 pm to 4:00 pm; and 5:30 pm to 7:30 pm
ABE, HSE, ESL

East Chicago Adult Education

Central High School
1100 West Columbus Drive
East Chicago, IN
Mon.-Thurs. - 9:00 am to Noon and
4:30 pm to 7:30 pm
219-391-4000 ext. 74060

Lowell Adult Learning Center

Cedar Creek Community Center
151 N. Fremont, Lowell, IN 46356 • (219) 696-6777
Mon. - 10:00 am to 2:00 pm
Wed. - 10:00 am to 3:00 pm
Thurs. - 1:00 pm to 7:00 pm
ABE, HSE

Hobart Adult Learning Centers

Hobart Public Library
100 Main St., Hobart, IN 46342
(219) 942-2243 ext. 672
Wed. & Thurs. - 12:00 pm to 4:00 pm
ABE, HSE

Hobart First United Methodist Church
654 E Fourth St, Hobart, IN 46342
Tues. & Thurs. - 4:30 pm to 7:30 pm
ABE, HSE

Trinity United Methodist Church
3561 Randolph St., Hobart, IN 46342
Mon. & Wed. - 8:30 am to 11:30 am
ESL

Tri-Town Adult Learning Center

St. John Community Center
1515 Lincoln Hwy., Schererville, IN 46375
(219) 322-6700
Mon. & Wed. - 3:00 pm to 7:00 pm
Tues. & Thurs. - 10:00 am to 3:00 pm
ABE, HSE, ESL

Hammond Area Career Center

5727 Sohl Ave., Hammond, IN 46320
(219) 933-2419
Mon thru Thurs. **ESL** - 9:00 am to 12:30 pm
and 6:00 pm to 8:30 pm
Mon. thru Thurs. **HSE** - 9:00 am to 1:00 pm
and 6:00 pm to 8:30 pm
ESL/Citizenship/Naturalization Classes - Sat. 9:00 am to 12:30 pm
Note: Citizenship classes are at at Greater Hammond Community Center)

Lake Ridge Schools

6111 W. Ridge Rd., Gary, IN
(219) 838-1819 ext. 130
or **(219) 989-7816**
Mon. thru Fri. - 9:00 am to Noon
and 1:00 to 4:00 pm
HSE, ABE, ASC

Merrillville Adult Education

Merrillville High School
6701 Delaware St., Merrillville, IN 46410
(219) 650-5310

HSE Prep. Program (ABE)

Mon. thru Thurs. - 6:00 pm to 9:30 pm
Jan. thru March
Apr. thru June
July thru Sept.
Oct. thru Dec.

HSE Testing

Twice Monthly - Mon. & Tues.
4:45 pm to 9:00 pm
Dates available at
www.mvsc.k12.in.us/adulteduc

Adult Secondary Credit (ASC)

Diploma Completion
Mon. thru Thurs. - 3:45 to 9:15 pm

GARY CITY-WIDE SITES

Gary Adult Continuing Education Systems (ACES)

Gary Area Career Center

1800 East 35th Ave.
(219) 963-2085
Mon., Tues., Wed., Thurs. - 4:30 pm to 8:30 pm
Also offers Adult Secondary Credit (ASC) classes
Mon. thru Fri. - 3:00 pm to 8:00 pm

Ivy Tech Community College

1440 East 35th Ave., Room C207
(219) 981-1111
Tues. & Thurs. - 9:00 am to Noon (offers ESL also)

WorkOne (Village Shopping Ctr)

3522 Village Court
(219) 981-4100
Tues., Wed., Thurs. 9:00 a.m. - Noon

LA PORTE COUNTY

La Porte High School

602 F Street, LaPorte, IN 46350
Max Miller (mmiller@lpcsc.k12.in.us)
Paul Lindeman (plindeman@lpcsc.k12.in.us)
(219) 362-3102
Adult Secondary Credit Classes (ASC)
Mon. thru Thurs. - 4:00 to 7:00 pm

La Porte WorkOne

300 Legacy Plaza West, La Porte, IN 46350
(219) 362-2175
Mon. & Tues. - 1:00 pm to 7:00 pm
Wed. & Thurs. - 9:00 am to 4:00 pm
No classes on Fridays

St. Joseph's Church

109 C Street, La Porte, IN 46350
(219) 873-2120
Tues. & Thurs. - 4:00 pm to 8:00 pm
ESL Classes

Center Township Trustee

1700 Lincolnway Place, La Porte, IN 46350
(219) 362-2736
Tues. & Thurs. - 4:00 pm to 8:00 pm
ESL Classes

A.K. Smith Career Center

817 Lafayette St., Michigan City, IN 46360
(219) 873-2120
Mon. thru Thurs. - 9:00 am to 8:00 pm
ESL - Mon. & Wed. - 4:00 pm to 8:00 pm

Michigan City Public Library

100 E. 4th Street, Michigan City, IN 46360
(219) 873-3043 (Call for specific days and hours)
Individualized tutoring services include GED preparation,
Adult Basic Education (ABE), and English as a
Second Language (ESL)

Grace Learning Center

1007 West 8th Street, Michigan City, IN 46360
(219) 879-6788 (Call for specific days and hours)
Literacy Classes

NEWTON COUNTY

Newton County Government Center

4117 S. 240 West, Suite 300, Morocco, IN
219-285-8005 ext. 2701 or 2702
Mon thru Thurs. - 9:00 am-3:00 pm

PORTER COUNTY

Chesterton Adult Learning Center

Westchester Public Library
100 West Indiana St., Chesterton, IN 46304
(219) 921-0567
Mon. & Wed. - 8:30 am to 2:30 pm
Tues & Thurs - 6:00 pm to 9:00 pm
ABE, HSE, ESL

Valparaiso Adult Learning Center

Trinity Lutheran Church
201 Washington St., Valparaiso, IN
(219) 916-7444
Mon., Tues, Wed. - 9:30 am to 1:30 pm
Thurs. & Fri. - 6:00 pm to 9:00 pm
ABE, HSE, ESL

Neighbors Educational Opportunities, Inc. (NEO) Home of New Vistas High School & NEO Adult Learning Center

5201 U.S. Highway 6, Portage, IN 46368
(219) 850-4448
www.neoadulted.org

Adult ABE & HSE (16 yrs. and older)

Daytime: Mon. thru Thurs. - 9:30 am to 1:00 pm
Daytime Open Lab - 1:30 pm to 4:30 pm
Evening: Mon. thru Thurs. - 4:30 pm to 8:30 pm

ABE intake

Daytime: Every Fri. - 9:00 am to 1:00 pm,
or by appointment

ABE/ESL intake

Evening: Every other Thurs. - 4:30 pm to 8:00 pm

ESL

Daytime: Mon thru Thurs. - 9:00 am to 1:00 pm
Evening: Mon. thru Wed. - 4:40 pm to 8:30 pm
Citizenship Class: Mon. - 5:00 pm to 7:00 pm

Exact test dates available at www.neoadulted.org or call
(219) 850-4448. Credit recovery options are available
for high school students to complete diploma
requirements. Call for more details.

PULASKI COUNTY

Pulaski Co. Adult Learning Center

Pulaski Co. Annex
125 S. Riverside Dr., Winamac, IN 46996
(574) 242-0131
Mon. & Wed. - 4:00 pm to 7:00 pm
Tues. & Thurs. - 9:00 am to noon
ABE, HSE

STARKE COUNTY

Starke County Adult Learning Center WorkOne

1913 S Haenton St., Knox, IN 46534
(574) 249-8720 or
(574) 772-6882 ext. 75
Mon. & Wed. 5:00 pm to 8:00 pm
Tues. & Thurs. 10:00 am to 2:00 pm
ABE, HSE, ESL



**INTERESTED IN EARNING SOME
EXTRA, EXTRA INCOME!**

**EARN \$700 PLUS EVERY 28 DAYS
DELIVERING THE TIMES**

REQUIREMENTS: 7 DAYS A WEEK, EARLY MORNING HOURS,
RELIABLE TRANSPORTATION, VALID DRIVER'S LICENSE,
PROOF OF INSURANCE

CALL TODAY: 219.237.5267

THE TIMES | [dwi.com](http://www.dwi.com)
MEDIA COMPANY

Grow your skills with the **12 week Certified Production Technician (CPT) program!**



CPT Certification classes include Manufacturing Skill Standards Council (MSSC) certifications in the following:

- Manufacturing facility safety
- Quality practices & measurements
- Manufacturing processes & production
- Maintenance awareness

Additional certifications:

- OSHA 10 (10 hours, self-paced)
- Six Sigma White Belt Certification (two 4-hour sessions)

▶ **Classes begin at the LaPorte Ivy Tech on November 14, 2016**

▶ **Classes begin at the Gary Ivy Tech on January 17, 2017**

For more information contact Allison Bertl at 219-462-2940 ext. 41, or abertl@gotoworkonenw.com

This free training is funded by the Northwest Indiana Workforce Board through a Skill Up grant from the Indiana Department of Workforce Development.

Where Job Seekers & Employers Meet

For all your employment or training needs contact one of the WorkOne centers now! www.gotoworkonenw.com



WorkOne Gary
3522 Village Court • Gary, IN
219-981-1520 or 981-4100 Fax: 219-981-4121
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne Hammond
5265 Hohman Avenue • Hammond, IN
219-933-8332 Fax: 219-933-8370
Hours of operation:
Mon, Tue, Thurs & Fri - 8:00am – 4:30pm
Wed - 10:00am – 4:30pm



WorkOne Knox
1913 S Heaton St. Suite B • Knox, IN
574-772-6882 Fax: 574-772-6899
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne LaPorte
Sagamore Center • 300 Legacy Plaza West
LaPorte, Indiana 46350-5876
219-362-2175 Fax: 219-362-1198
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne Michigan City
302 W. 8th Street
Michigan City, Indiana 46360
219-809-0575 Fax: 219-809-0577
Hours of operation:
Mon, Wed & Fri - 8:00am – 4:30pm



WorkOne Morocco
4117 S. 240 West, Ste. 400 • Morocco, IN
Newton County Government Center
800-661-2258 Fax: 219-285-2213
Hours of operation:
Mon, Tues & Wed - 8:00am – 4:30pm



WorkOne Portage
AmeriPLEX Commercial Park
1575 Adler Circle, Ste. A • Portage, IN
219-762-6592 Fax: 219-762-1052
Hours of operation:
Mon, Tues, Thurs & Fri - 8:00am – 4:30pm
Wed - 10:00am – 4:30pm



WorkOne Rensselaer
116 N. Van Rensselaer Street • Rensselaer, IN
219-866-4330 Fax: 219-866-2746
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne Winamac
123 N. Market Street, Ste. 2 • Winamac, IN
574-946-6300 Fax: 574-946-3628
Hours of operation:
Tues & Wed - 8:00am – 4:30pm (EST)

Oversight of Region 1 WorkOne System is provided
by the Northwest Indiana Workforce Board
www.gotoworkonenw.com

WorkOne

Northwest Indiana

READY TO FIND YOUR NEXT JOB?

- **WorkOne offers extensive employer data base with Northwest Indiana job listings**
- **WorkOne offers daily skill building and job search workshops**
- **Free assistance with building your resume**
- **Veterans receive Priority of Service at WorkOne**
- **Scholarships for short-term education and training**
- **Adult education resources such as HSE (GED) preparation and ESL**

WorkOne

Get started by logging on to
indianacareerconnect.com

Let WorkOne Help
It costs you NOTHING!

A full listing of Northwest Indiana WorkOne locations is on the inside back panel of this publication!

Check out the local WorkOne website at:

gotoworkonenw.com

WorkOne is WIOA Title 1-funded program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333.