

OCTOBER-DECEMBER 2025



MOVING FORWARD





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WorkOne offers free job seeker services. Whether you are looking for a new job, considering a career change, or need to develop a career plan, our staff can assist you!

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Training programs for job seekers interested in paid training, paid internships, & one-on-one interviews with employers are some of the programs we offer. Do you need a career certificate or high school equivalency diploma? We can help!



WORKSHOP CALENDAR: 15

We offer in person workshops with instruction for registration. Workshops last 30-45 minutes and include topics such as 'Using Indiana Career Connect', 'Job Searching Techniques', etc.

LOCATIONS & HOURS: 16

WorkOne centers provide access to development services for customers and employers in each county. With South Bend and Elkhart being full-service offices, your career needs can be easily met.



USDOL-ETA Funding Acknowledgement and Product Disclaimer

This workforce product was funded by a grant awarded by the U.S Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.



Do *you* Have The Skills Indiana's Employers Are Searching For?

INDIANA EMPLOYERS WANT HIGHLY-SKILLED EMPLOYEES. DEVELOPING THESE 18 **EMPLOYABILITY SKILLS** CAN HELP YOU LAND YOUR DREAM JOB!

MINDSETS

Lifelong Learning



Demonstrate willingness to work and learn, and continually apply new knowledge.

Possess belief in own ability to succeed and assert self when necessary.



SELF-CONFIDENCE

LEARNING STRATEGIES

Effective COMMUNICATION

Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.

DECISION-MAKING

Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals.



INITIATIVE

Apply self-motivation and self-direction to work and learning.



ATTENTION TO Detail

Achieve thoroughness and accuracy when accomplishing a task.



PROBLEM SOLVING

Apply critical and creative thinking skills to resolve problems.



APTITUDE & Awareness

Identify and communicate individual interests and skills that align coursework and experiences to potential career paths and to in-demand occupations.



WORK ETHIC

Self-Discipline

Demonstrate self-control and behave in accordance to rules with minimal direction.



Successfully carry out expectations with minimal supervision.



INDEPENDENCE

PERSEVERANCE

Demonstrate endurance and capacity to complete tasks.

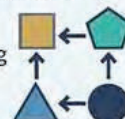


Time Management & Organization

Plan and organize long and short-term goals while understanding how to balance school, home, and community activities.

ADAPTABILITY

Manage transitions and adjust to changing situations and responsibilities.



INTEGRITY

Act in a trustworthy and honest manner.



PROFESSIONALISM

Demonstrate skills and behaviors appropriate for school and work.

SOCIAL & EMOTIONAL SKILLS

CONNECTION



Demonstrate the ability to network with others through social awareness and cultural sensitivity.

REGULATION

Recognize and manage one's emotions.



Collaboration

Work well with others in a team.



SERVICES OFFERED AT WORKONE



JOB SEEKER ASSISTANCE



Do you need help creating a resume?
Are online applications giving you
trouble? Would you like to practice
your interview skills with a mock
interview? Stop by a WorkOne office
today!



TRAINING & EDUCATION

Need an HSE diploma or a career
certificate? We can help! Are you
interested in On-The-Job
Training? Ask our staff about
possible paid training
opportunities.

FILE YOUR UNEMPLOYMENT CLAIM



If you are unemployed due to no
fault of your own, you may be
eligible for unemployment
benefit insurance.
To file a claim, call 1-800-891-
6499.



WORKSHOPS

WorkOne workshops take 30-
45 minutes and give you the
latest information and tools.
Trained facilitators give you the
best advice to achieve your
career goal.

WorkOne is an Equal Opportunity Employer.

Program Auxiliary aids and services are available upon request to individuals with disabilities. Free auxiliary aids and services are available upon request to individuals with disabilities TTY 317-234-3535 or Relay Indiana 1-800-743-3333. For Spanish call 1-800-743-4869. Free language interpretation and translation services are also available upon request.



ADDITIONAL SERVICES AND RESOURCES

RESOURCE CENTER



Our resource center is open to the public, and is a great area to job search, create/edit your resume, and research the job market!

See WorkOne office hours on page 16



Proteus provides services & financial assistance to help migrant & seasonal farm workers qualify for better jobs & achieve a better standard of living.

Call: 855-765-6687

Go to: www.proteusinc.net

VETERAN SERVICES



Our LVER and DVOP are here to help all eligible veterans, spouses, and persons. Come to the office to fill out our screening tool to see if you qualify for assistance!



WIOA PROGRAM

Whether you are interested in job search assistance or looking to expand your education through classes or 'on-the-job training- Workforce Innovation and Opportunity Act (WIOA) can help! Eligible individuals can inquire about WIOA at any WorkOne locations!



VIEW OUR WEBSITE FOR MORE INFORMATION!



EMPLOYER BUSINESS SERVICES

Job Posting & Recruitment Events | Screening Services | Qualified Applicant Searches | WorkKeys Job Task Analysis & Assessments On-the-Job Training Grants | Space to Conduct Interviews

**Employers, do you need to hire a new employee?
Before you do, consider the On-The-Job Wage Reimbursement Program!**



WHAT IS ON-THE-JOB TRAINING?

- OJT's offset extensive employer costs of onboarding and training new hires.
- OJT Training Grants provide up to 50% wage reimbursement for each eligible new hire during initial training. OJT's have minimal paperwork. We manage the process for you.
- OJT Programs help employers reduce employee turnover.

Employers, Are You Looking to Skill Up Your Workforce? Consider APPRENTICESHIPS.

APPRENTICESHIPUSA™

Benefits for the Apprentice:

- Earn higher wages and increase your earning potential
- Receive relevant training
- Gain experience
- Increase skills and proficiencies
- Access a pathway to college
- Employer is invested in learning and training
- Clear career paths and opportunities!



Benefits for the Employer:

- 93% of apprentices retain employment after completing an apprenticeship program
- Develop apprenticeship standards that meet training needs
- Identify key roles and responsibilities for the apprenticeship
- Determine the process of program operation, work processes, related technical instruction, and progressive wages!



PASSPORT TO EMPLOYMENT

Collect a stamp for each step you take toward employment.

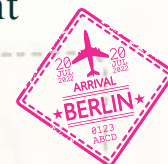
Complete your passport to unlock career success!



Completed Resume

Attended a Workshop

Completed Career Assessment



Met with Career Navigator

Attended Hiring Event

Registered on Indiana Career Connect

Submitted Job Applications

Completed a Mock Interview

Enrolled in Training Program



Completed Application Follow Up

Job Searched on Multiple Sites

Achieved Employment



By completing your Employment Passport, you are utilizing all WorkOne services we have to offer—increasing your skills as a job seeker and getting you ready for employment!



Region 2 Adult Education Information

Scan QR Codes for More Information!

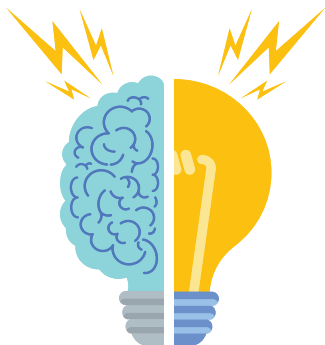
WorkOne



Elkhart Community Schools Adult Education



Elkhart Area Career Center



Gateway Education Center (Warsaw Comm. Schools)



Warsaw Area Career Center



Horizon Education Alliance



South Bend Community Schools Adult Education



Pathways Wawasee Area Career & Technical Education Cooperative



South Bend Comm. Schools Corp. Career & Technical Education



Marshall County Adult Education (Plymouth Comm. Schools)



North Central CTE Cooperative



VETERAN SERVICES

Who can qualify for Veteran services at WorkOne?

Eligible Veterans, Eligible Persons, and Eligible Spouses.

Eligible Veterans: Are identified as anyone who served on active duty 180 days and was discharged with other than a dishonorable discharge or was released from active duty because of a service-connected disability. For RESERVE component under an order to active duty pursuant to 10 U.S.C. §§ 12301 [a], [d] or [g]; 12302; or 12304 Who served on active duty during period a period of war or in campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than dishonorable discharge or release due to sole survivorship discharge are priority of service.

Eligible Spouse: Include widows and widowers are established as priority of service must met requirements as explained in Title 38 U.S.C. 101[2][38 U.S.C. 101[2]]; Chapters 41 and 42.

Eligible Persons: Are the spouse of any member of the armed forces serving on active duty or who were; missing in action, captured in the line of duty by a hostile force or forcibly detained or interned in line of duty by a foreign government or power. The spouse of any person who has total and permanent disability permanent in nature resulting from a service-connected disability, or the spouse of a veteran who died while a disability so evaluated was in existence are not priority of service.

What WorkOne services are available to qualified Veterans?

We exist to get people jobs as quickly as possible at the highest possible wage.

- Veterans can benefit from LVER's business development
- Current job openings in the area
- Networking possibilities
- Work with partners that assist with resume development
- Work with partners that offer training and development

What does 'Priority of Service' mean at WorkOne?

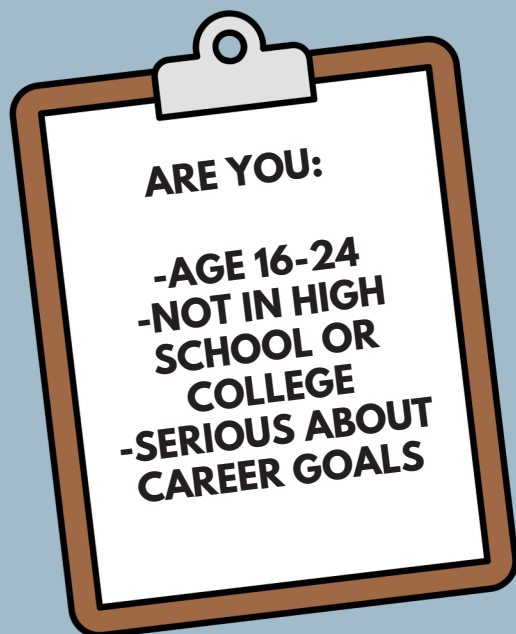
Priority of Service: Is assisting qualified veterans and spouses to be assisted in the fastest way possible. Whether for job hunting or training.

Regulations and TEGL 10-09 differs from the definition of veteran that applies to reporting of Wagner-Peyser services and to eligibility to receive services from a Disabled Veterans' Outreach Program [DVOP] specialist or a Local Veterans' Employment Representative [LVER] staff member. The veteran definition that requires the individual to have over 180 days of active service still applies to Wagner-Peyser reporting and to eligibility for DVOP and LVER services but does not apply to priority of service in DOL-funded employment and training programs. Eligible veterans, and eligible spouses have priority of service. They receive priority on training and education.

How can your WorkOne Local Veterans Employment Services Representative help businesses?

A Local Veterans Employment Representative [LVER] from WorkOne helps businesses by providing customized recruitment, pre-screening, and referrals of job-ready veterans, free job postings, and customized job fairs to find skilled employees. LVERs offer assistance with workforce development, training grants, tax credit information, and even provide facilities for interviews. They also educate employers on the valuable skills veterans possess and can assist with downsizing services if needed.





Y.A.S YOUNG ADULT SERVICES FOR OUT-OF-SCHOOL YOUTH



SCAN QR CODE FOR MORE
INFORMATION!

- FREE TUITION FOR CERTIFICATION/SKILLS TRAINING OR HIGH SCHOOL EQUIVALENCY DIPLOMA
 - PAID WORK EXPERIENCE
 - SUPPORT FROM EXPERIENCED WORKFORCE DEVELOPMENT PROFESSIONALS
 - ASSISTED JOB SEARCH/ CAREER DEVELOPMENT
 - 12 MONTH FOLLOW ALONG SERVICES
- **FUNDING IS DEPENDENT UPON GRANT MONIES AVAILABLE****



When Living On Social Security Is Not Enough

Are you between the
ages of 18-64?

Are you wondering how
work will affect your
Social Security disability
benefits?

*To Inquire for
More Information:*

LAURA NAVARRO
(574) 850-2994
laura.navarro@niwb.org



WorkOne
Northern Indiana
americanjobcenter

The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Free auxiliary aids and services are available upon request to individuals with disabilities. Call TYY at (317) 234-3535 or Relay Indiana at 1-800-743-3333 for Spanish 1-800-743-4869.



VOCATIONAL REHABILITATION

Vocational Rehabilitation helps individuals with disabilities achieve employment. Vocational Rehabilitation services are offered locally in 25 Area Offices throughout Indiana and Vocational Rehabilitation Counselors provide services in each county. Eligibility for Vocational Rehabilitation is not based on income or financial resources. If you have a disability that is posing as a barrier for you to obtain, maintain or advance in employment..



Career Counselor



Convenient Location



Community Involvement

Vocational Rehabilitation can assist with the following:

- Exploring your employment interests and skills
- Helping you find your first job
- Providing assistive technology and other resources to help you keep your job
- Re-entering employment after a period of not working
- Training for a new career due to factors related to your disability
- Providing services for career advancement



Get In Touch
& Learn More:



Driven Towards A New Future!



— Douglas (Doug) came into the WorkOne office with a clear goal: to obtain his Class-A CDL license and transition into a stable, long-term career. With a background in manufacturing and a criminal record that made it challenging to find better employment opportunities, Doug was ready for a fresh start and committed to putting in the work. He expressed a strong desire for consistent employment, even indicating his willingness to work over-the-road (OTR) to provide for his family.

WorkOne staff and Doug collaborated to develop a strategic plan to help him enter Class-A CDL training at the Truck Driver Institute (TDI) in South Bend. To assist with funding, Doug received support through the Workforce Ready Grant, which covered the cost of his training.

Doug began his Class-A CDL training on 04/28/2025, and through hard work and dedication, he successfully completed the program on 05/23/2025, earning his Class-A CDL license. Just a couple days later, on 05/27/2025, Doug was officially issued his license by the BMV.

Following training, Doug was enrolled into the WIOA program, where he received additional support with resume development, interview preparation, and job placement assistance. Doug was highly motivated not just to earn his Class-A CDL license, but to secure a position with a company that aligned with his goals and offered a promising career path.

His persistence paid off. After completing two interviews, Doug was offered a Driver Trainee position with a reputable company in the Elkhart area and officially started his full-time job on 07/30/2025. He is now earning \$80,000 per year, with ample opportunity for advancement within the company.

Doug's journey is a testament to the power of determination and the value of supportive services. He expressed deep gratitude to the WorkOne staff for their guidance and encouragement throughout his journey. From initial consultation to career success, Doug demonstrated resilience and focus every step of the way. Congratulations, Doug, on this well-earned achievement and the bright road ahead!

WIOA

Workforce Innovation and Opportunity Act



To learn more about what jobs are available in
your area, create an account at
www.indianacareerconnect.com

What 's in it for you?

- ✓ Career Counseling, Exploration and Planning
- ✓ Resume Building and Interview Skills
- ✓ Vocational training and GED Preparation
- ✓ Paid Work Experience and On-the-Job Training
- ✓ One-on-One Job Search Assistance

WIOA is designed to help job seekers access job search assistance, training, and support services to obtain gainful employment.



NEXT STEPS:

Make an appointment to determine your needs and eligibility.
There are a variety of resources that may be available to you.

Visit our offices or use the QR code to make an appointment.



Build a **PROFILE** and get matched to local jobs

Tell us About Your Experience

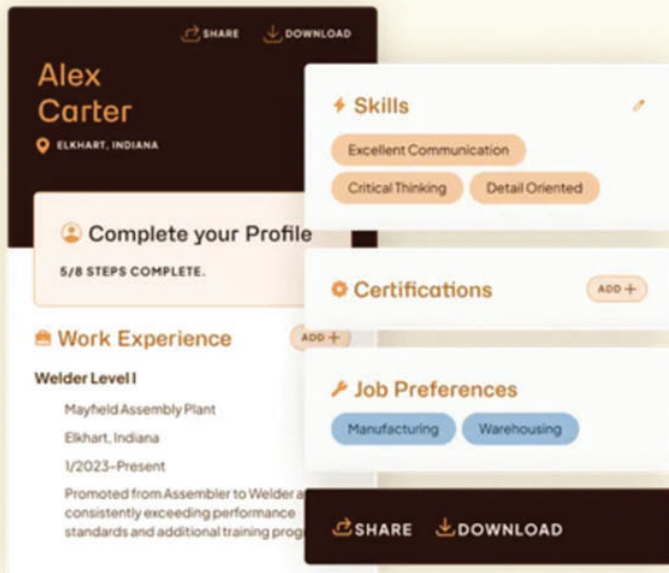
Share your skills, job history and career goals

We Build Your Profile

We create a professional resume and online profile showcasing your skills

Share or Download

Download your resume as a PDF or share your online profile with potential employers



**Text "SlateUp" to
(828) 752 - 8310
OR go to SlateUp.co**

PRO

Resources

Staffing Services

Pro Resources Staffing has a streamlined mobile app:

- automatically get notified of jobs that fit your skills and availability
- easily express interests and apply to opportunities you want
- get organized with mobile time-keeping and real-time scheduling



JOB SEEKER *Workshops*

WorkOne
Northern Indiana
americanjobcenter

HOW TO BE A BETTER JOB SEEKER!



Workshops offered weekly
TO FIT YOUR SCHEDULE!



Elkhart & South Bend
LOCATIONS



**Wednesday's-
Elkhart WorkOne**

**WIOA Information
Session- 9AM**

**Using ICC
12PM**

**Job Searching
Techniques
2PM**

**Thursday's-
South Bend
WorkOne**

**WIOA Information
Session- 9AM**

**Using ICC
12PM**

**Job Searching
Techniques
2PM**



**Learn what the
WIOA program
has to offer, and
how to get
started!**

**Discover how to
navigate and
apply to our job
board on
Indiana Career
Connect!**

**Learn how to find
job openings you
want, apply to
those jobs, and
get that interview!**

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Office Hours & Locations



All WorkOne offices will be closed on the following dates:

October 13th - Columbus Day

November 11th - Veterans Day

November 27th & 28th - Thanksgiving Holiday

December 25th & 26th - Christmas Holiday



Warsaw WorkOne

3113 E. Center St.
Warsaw, IN 46580
(574) 269-3050

Monday, Tuesday, & Thursday

8AM - 4:30PM

Friday

10:30AM - 4:30PM



Elkhart WorkOne

430 Waterfall Dr.
Elkhart, IN 46514
(574) 295-0105

Monday-Thursday

8AM - 4:30PM

Friday

10:30AM - 4:30PM



South Bend WorkOne

220 W. Colfax Ave
STE 200 South Bend, IN 46601
(574) 237-9675

Monday-Thursday

8AM - 4:30PM

Friday

10:30AM - 4:30PM



Plymouth WorkOne

510 W Adams St.
Plymouth, IN 46563
(574) 936-8919

Open Mondays & Thursdays

8AM - 4:30PM



Rochester WorkOne

911 Main St.
Rochester, IN 46975
(574) 223-8542

Open Tuesdays & Wednesdays

8AM - 4:30PM



An initiative of the Northern Indiana Region 2 Workforce Board. Funding for this project has been provided by Indiana Department of Workforce Development. 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. The TDD/TTY number is 1-800-743-3333. El programa de financiamiento asistido de acuerdo con el Título 1 de WIA es un programa de Igualdad de Oportunidades de Empleo. Ayuda y servicios auxiliares están disponibles a solicitud para personas con discapacidad. El número de TDD/TTY es 1-800-743-3333.

Oversight provided by Region 2 Workforce Board.