

# WORKFORCE NEWS

The Workforce Development Department includes WorkFirst, Opportunity Grant, Student Persistence, & the Employment Resource Center.

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**College Academic Calendar:**

**August 2010**

- 8/11 Last Day to Withdraw from Summer Qtr.
- 8/18 WAOL instruction begins
- 8/24 Summer Quarter ends
- 8/30 Summer Quarter grades available online

**September 2010**

- 9/20 Fall Quarter Begins...tuition due
- 9/22 Last day to add classes without instructor permission
- 9/23 WAOL instruction begins
- 9/24 last day for 100% refund (most courses)

**October 2010**

- 10/1 Last day for 50% refund
- 10/11 Last day for 40% refund
- 10/27 Advising Day for Winter Qtr.
- Registration begins for continuing students

## DIRECTOR'S FOCUS: HOW TO DO IT ALL...

**From the Director of Workforce Development Demetra Biros-**

Yes, summer is finally here, the weather is good, the days are long, the kids are out of school, but ..... "I'm not!"

Gone are the days of "summers off" in which we had no schedule, no responsibilities, and lots of time on our hands. We may miss those days, but it's not all bad. In fact, now is the time to make the best of your summer days AND plan for your future. Have you ever heard of a "Work - Life Balance?" Now is the time to figure out what that means and "DO IT". As a full-time working mother of two small boys, I am still trying to figure it out, and this is what I've learned so far: First of all, "work (or



Doing it all—Work, Studying, Family, Life? Plan a little fun too...

study) - life balance" doesn't exist! Sorry to disappoint you, but as an adult with responsibilities of learning, working, parenting, shopping, cleaning, etc., it is impossible to have a "balance". You will definitely be spending more time "working" than

"playing"; the balance doesn't mean equal time. Actually, the balance means whatever is best for you and your family, but ALWAYS making some time for you and your family. Everyday there should be sometime that is NOT

*Continued on page 6 -*

## COLLEGE SUCCESS—WHERE TO FIND IT

College success classes help students strengthen the skills needed for successful completion of college level courses.

**Who should take College Success classes?**

- Students who want to read faster and improve comprehension

- Students who want to increase their confidence and skill in mathematics.

*Continued on page 6-*

## SUMMER FUN UNLIMITED

FREE ACTIVITY IDEAS FOR FAMILIES

Summer time and kids are out of school. Great fun!...but what to do? Here are some websites that might help a parent come with ideas for both indoor and outdoor fun for kids during the summer. Many are free:

\***The King County Library** is a great resource. Spend some time reading to or with your child.

\***Kids quest at Factoria mall in Bellevue:**

<http://www.kidsquestmuseum.org/activities.php?m=07&yy=2009>

\*Look up **activities for families and kids by individual cities** on either of these sites. Very informative!!

<http://www.trekaroo.com/places/greater-seattle-region-puget-sound-washington/activities>

<http://attractions.uptak.com/washington.html>

\***Creative activities for children:**

<http://www.creativekidsathome.com/summerkidsactivities.html>

\***The Beehive:** The ultimate source for the help you need every day.

<http://www.thebeehive.org/>

\***Fun summer games suggestions:**

<http://www.primarygames.com/seasons/summer/games.htm>

### WorkPlace 101 Workshops

Resume Aug. 12

Interview Aug. 18

*Workshops are Wednesdays from 12 noon to 1PM in room W-204f*

*Event is free and open to students, alumni and the public*

*Sponsored by the LWTC  
Employment Resource Center  
425-739-8113  
www.lwtc.edu/erc*

## Getting Ready for Fall Quarter

By: [findcollegecards.com](http://findcollegecards.com)

The summer that we've waited forever for, is slowly slipping away. In just a few weeks college will be back in session, and students will get on with their fall quarter! Although we're going back soon, we need to make sure we make the best of it. Start this semester out good, be prepared, and make it easier on yourself this time around. If you're looking to get prepared ahead of time, consider a few of these tips to help you out!

**Classes scheduled** – First of all, you of course want to make sure you have your classes scheduled, and all figured out. If you haven't registered for fall classes yet, do so immediately. It is also a good idea to find where they all are. You don't want to wait until the last day to try to find them. If you do, you will most likely be late. So, plan ahead and have your classes ready, and waiting for you.

**School supplies** – Also, if you can ahead of time, find out which books you need and do your usual school shopping. Make sure you have a [backpack](#), and all the supplies you need ahead of time.

**Rested** - Make sure you're well, and rested. Take advantage of the last summer days. Get your sleep, and do what you've been wanting to do this summer before school starts!

**Last money opportunity** – If you're working a summer job, be sure to get in the last hours you can. The more money the better! We know how tight our schedule gets when we start school, so it is good to be prepared financially!

**Last errands** – Also, do your last errands! Buy new clothes (if you need them) and school supplies. Not to mention, try and get your last appointments in. It is important to keep up on your shots, physicals, dentists appointments, etc. Once you have all of these done, you will feel much better! Not to mention, you'll have one less thing to worry about! *(continued on page 3)*

### Opportunity Grant Students!

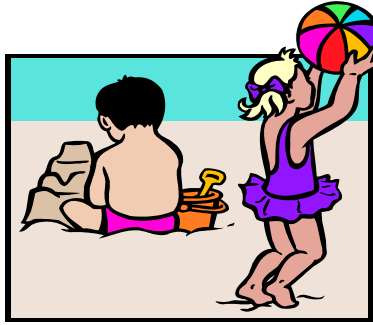
*Book vouchers for fall quarter will be available Monday, September 13*  
*More information about book vouchers will be shared via email.*

## SUMMER TIME = FUN TIME

### Water safety.

Some general simple rules for children around any body of water are:

1. No running or horseplay near the pool.
2. Kids only swim with an **adult** watching them.
3. Make sure your children are taking swim lessons that teach, not only the basic strokes, but also survival strokes and basic water safety as well. All American Red Cross certified programs incorporate water safety into their swim lessons.
4. Of course, if lightening is possible, leave the water until the weather risk passes.
5. If your children are swimming in the **ocean**, follow the flag warnings and be cautious of the tides. Don't turn your back on the ocean!



Summer fun on the beach

### Sun safety.

No matter how old we are or how careful we are, that sun can surprise us and we'll suffer a burn. Some simple rules to keep your children safe in the sun are:

1. Always apply sun screen - **even if it's a cloudy day**.
2. Have your kids wear a t-shirt and hat if they have fair skin.
3. Make sure you have waterproof sun block on your kids if they're in the water.
4. Apply sunscreen **often**, especially if your kids are playing in water.
5. Provide your children with plenty of **water**, juice, or popsicles. Keep them hydrated to help prevent heat stroke.

### Bicycle safety.

Some simple rules to keep your children safe on their bikes are:

1. A **helmet** is a must. Ask a Nurse in any Emergency Room and you'll find why.
2. If you've got a child who daydreams, wear a whistle around your neck when you go on a bike ride together. If you see him or her being unsafe, you can blow the whistle. This is much more effective than trying to yell.
3. Look for bike paths in the woods. (Many state parks have these.) These paths allow your child to ride freely without the hazards of traffic. Pack a picnic lunch and make a day of it. Many life-changing accidents are preventable. Make it a safe -- and a fun summer!

Article Source: [http://EzineArticles.com/?expert=Nicole\\_Dean](http://EzineArticles.com/?expert=Nicole_Dean)

### Getting Ready for Fall *(continued from page 2)*

Getting prepared for college is a little stressful. We're trying to get our last hours in at work, run our errands,

and hang out with friends and family before we have no life again. College does stink sometimes, but try

to make the best of it! If you go in with a positive attitude, and end it with one your quarter will go much easier!

**“Happiness is not having what you want, but wanting what you have.”**

- Anonymous

**“May you live all the days of your life.”**

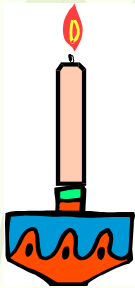
- Jonathan Swift

## WORKFORCE DEVELOPMENT STAFF



From Left to Right: Demetra Biros (Workforce Director), Adria Sneed (Opportunity Grant), Irene Reynolds (WorkFirst), Kate Conant (Employment Resource Center), Jayne Heyde (WorkFirst—not pictured)

The Workforce Development staff is here to serve students. The Workforce group has extensive experience in education, teaching, social service, student development and the business world. Our mission is: “to provide a supportive and encouraging environment that empowers limited income students to persist in reaching their career and educational goals”.



Better to light one small candle than to curse the darkness.

- Chinese Proverb

## OCCUPATION PROFILE:

### **PHYSICAL THERAPIST ASSISTANT**

**Physical Therapist Assistant** is a new program at Lake Washington Technical College. What is a Physical Therapist Assistant? Could this be the career for you? Below is information to find out more...

**Physical Therapist Assistants** help patients regain physical function after illness or injury.

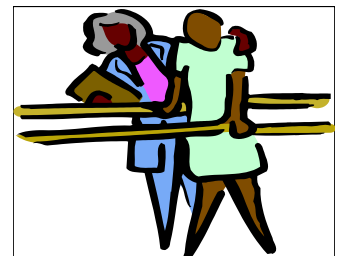
Not that long ago, people who underwent knee or hip surgery were kept overnight or longer at the hospital and the patient was instructed to stay off her feet.

Nowadays, the opposite is true. Knee surgery is often done as an outpatient procedure, and both knee and hip pa-

tients are encouraged to be mobile and to exercise their newly repaired joints (within reason, of course). In most cases, exercise is performed through physical therapy, where muscles and joints are strengthened through different techniques and motions. Many times, after patients have been evaluated and given a regimen to follow, they are supervised by Physical Therapist Assistants.

**Physical Therapist Assistants** work with patients on individual treatment plans to help them get stronger and to relieve their pain as much as possible. They use special equipment, teach their patients how to do exercises, and offer

much encouragement and support. Because they are important members of the health care team, they need to learn about many health-related subjects. For example, they learn about the way muscles, bones, and the nervous system in humans work together to cause movement.



Physical Therapist Assistant

PTA Fast facts:

- The PTA program at LWTC usually takes 6 quarters to complete
- Applicants to the pro-

## COOL NEW CAREERSPOTS VIDEOS AVAILABLE TO YOU ONLINE

LWTC students just got a new tool to help them succeed in the quest for finding employment. **Career Spots videos**, located at the LWTC Employment Resource Center website ([www.lwtc.edu/erc](http://www.lwtc.edu/erc)) offer a real-world glimpse into the working world and overcoming the hurdles faced by many job seekers.

The short, informative and entertaining 3-minute videos cover topics such as Handling the Salary question, Interview Tips, Perfecting your "Elevator Pitch", and the Perils of Social Networking.

Students can choose from



New CareerSpots videos available 24x7 at the click of a mouse at the Employment Resource Center Website: [www.lwtc.edu/erc](http://www.lwtc.edu/erc)

20 topics and hear the advice of recruiters from leading companies on conducting themselves in order to land that all-important job offer.

"We've received feedback that students want to see an actual example of how to

act, look and behave in an employment interview, now we have video examples that spell it out. A picture is worth 1,000 words" says ERC Career Specialist, Kate Conant. "I think it will be an excellent resource for our students".

**“Action may not always bring happiness, but there is no happiness without action.”**

- Benjamin Disraeli

### Job Search Tip: Don't overlook the Small Employer

Wanna work for Microsoft? Amazon? Boeing? If you want to be employed, think again! ! Firms with fewer than 500 employees accounted for 64 percent (or 14.5 million) of the new jobs between 1993 and 2008.\* So, though the large employers are the most visible employers,

they aren't always the best focus for a job search. "People who apply for jobs with large employers are going to compete with a lot of other applicants. Your chances of getting a job may be better if you search out smaller employers who are less high profile, but

are seeking good employees" says Kate Conant, Career Specialist who advises job seekers through the LWTC Employment Resource Center.

\* See: <http://web.sba.gov/faqs/faqindex.cfm?areaID=24>



**“A ship is safe in harbor, but that's not what ships are for.”**

-William Shedd

### PHYSICAL THERAPIST ASSISTANT

(CONTINUED FROM PAGE 4)

gram must have successfully completed prerequisites and must apply for admission

- Median wage for a Physical Therapist Assistant in Seattle King County is \$49,885 (based on 2009 projections)

- Expected rate of job growth for the occupation during 2007-2017 will be over twice the estimated average growth rate for all occupations in Seattle King County (21.3% versus 10.1%)
- The LWTC PTA pro-

gram is currently undergoing accreditation process.

- More info: [http://www.lwtc.edu/Academics/Programs\\_of\\_Study/Physical\\_Therapist\\_Assistant.xml](http://www.lwtc.edu/Academics/Programs_of_Study/Physical_Therapist_Assistant.xml)

## LWTC

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**Opportunity Grant &  
Student Persistence**

Adria Sneed  
425-739-8448

**“Motherhood  
qualified me to let  
the child within  
come out and play.”**

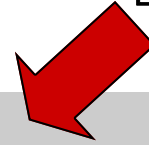
**- Christy Borgeld**

**College Success Classes**— continued from page 1:

- Students who want to improve their vocabulary, grammar, and spelling skills

Students who are new to college and want to learn effective study strategies

**Sign up...it could help you be more successful here at LWTC.**

**College Success Classes here at LWTC:**

*If you have questions or would like to enroll, see your advisor!*

*College Strategies - HMDS 111*

*Reading Comprehension - ENGL 097*

*The Grammar of Writing - ENGL 096*

*Mastering Math - HMDS 115*

*Vocabulary Development - ENGL 067*

*Textbook Reading - ENGL 098*

*Spelling Improvement - ENGL 065*

*Language Mechanics - ENGL 095*

**HOW TO DO IT ALL??** (CONTINUED FROM P.1)

studying or working, and is totally devoted to YOU and YOUR FAMILY.

Second of all, it really is about managing your time and scheduling time for fun. Every day doesn't have to be a rigid schedule and each day may look different, but make sure that you plan for fun. For example, if you are the type of person that studies best at night when the kids are asleep, then plan for a picnic in the park at lunch time with the kids. You go to class in the morning, the park for the afternoon, and study in the evening. Yes, it makes for a long day, but studies indicate that people do better at work/school when they include fun and family in their day.

Third of all, kids need parent time, but it doesn't have to be structured, expensive, or just on special occasions. Kids need parent time regularly and casually. A quick picnic, blowing bubbles in the backyard, reading a book under the stars, examining caterpillars on the sidewalk – kids and parents will value all of these things. Now that doesn't mean just watching your kids blow bubbles, it means blowing with them, chasing the bubbles, racing to catch the bubbles, giggling along the way. Those special moments are priceless.

Lastly, I have learned that time for me is also important. This requires me to MAKE time and plan it into my day. Whether it's exercise,

reading a chapter in a good book (not a school book), or sitting in the sun for 15 minutes doing nothing, I have to plan it into my day. I'm still working on this one, but plan to practice over the summer so that I make this a regular part of my schedule. In the end, don't let the pressures of school/work steal the precious time away from you and your family. You CAN do it all, maybe not equally, but some is better than none. Use this summer to plan small moments of YOU time and FAMILY time. Summer is short around here, but if you use this opportunity to practice the "work – life balance" then you will be more successful, productive, and happier year-round.

**ENJOY YOUR SUMMER!**