

# Learning Opportunities Information

## Overview

PDX Youth@SummerWorks 2021 is offering youth two types of paid opportunities:

1. Work Experience - The traditional SummerWorks opportunity that has been offered in prior summers. Youth work and earn an hourly wage.
2. Learning Opportunities – An option for the PDX Youth@SummerWorks 2021 program where participants can earn a stipend by completing approved training or other activities.

**Remember: Youth may earn a MAXIMUM of \$2,200 in their SummerWorks experience!**

This document provides a checklist of steps that a participant must take to participate in a learning opportunity. It also provides a menu of approved trainings that a participant can take part in. Note that Learning Opportunities are not limited to this list. Steps for getting a new learning opportunity added will be posted on the [Worksystems Knowledge Base](#).

## Learning Opportunity Checklist

This checklist can be used as a guide in order to get a person started for learning opportunities. Visit the Worksystems Knowledge Base for more detailed information.

- Complete SummerWorks 2021 Application.
- Complete SummerWorks 2021 Orientation and complete the following documents:
  - Participation Agreement
  - COVID Risk Acknowledgement
- Complete SummerWorks 2021 Stipend Workshop
  - Youth create CSS Stipend Account
  - Coaches enter Stipend Workshop service in ITrac
- Match youth to learning opportunity in ITrac by selecting “find WEX match” For the generic option, worksite is “Worksystems” and position title is “STIPEND SummerWorks Earn and Learn.”
- Review SummerWorks 2021 Approved Stipend List (links to trainings below) with youth
- Complete Learning Opportunity Training Agreement
- Get a Library Card
  - Multnomah County Library Account Creation (needed for access to Lynda classes) [How to get a Multnomah County library account](#) | [Mult. Co. Lynda link](#)
  - Washington County Library Account Creation (needed for access to Lynda classes) [How to get a Washington County library account](#) | [Wa. Co. Lynda link](#)
- Get Milestones Approved:  
Milestone completion can be documented by:
  - 1: Facilitator or Coach verified attendance of conference/class/activity.
  - 2: Documented Milestone completion by coach.
  - 3: If neither are possible, participant can complete a reflection exercise (video or written report) after completion of online course.

# Learning Opportunities: Approved Stipend List

## Required Courses

The courses in the following table are to be included in every youth's learning opportunity training agreement.

Class Name	Hours to Complete	Completion Milestone	Stipend Amount	Level
<a href="#">NWOW – Adaptability</a>	1	Verified class completion	\$20	1
<a href="#">NWOW – Collaboration</a>	1	Verified class completion	\$20	1
<a href="#">NWOW – Communication</a>	1	Verified class completion	\$20	1
<a href="#">NWOW – Self Awareness</a>	1	Verified class completion	\$20	1
<a href="#">NWOW – Resilience</a>	1	Verified class completion	\$20	1
<a href="#">Everfi – Financial Literacy</a>	5	Progress page photo/screenshot at completion	\$100	1

## Lynda.com Courses

Lynda.com is an online learning platform available for free from the Multnomah County and Washington County library systems. The following courses have been selected as approved Learning Opportunities. To prove completion, the participant must provide the following:

- Certificate of Completion or in the case of Learning Path a screenshot that shows completion of the Learning Path

### AND

- A 3-5 minute video presentation OR minimum 500 word written reflection on what was learned

Class Name	Est. Hours to Complete	Stipend Amount	Level
<a href="#">Excel Essential Training – LinkedIn Learning</a>	2	\$40	1
<a href="#">Outlook on the Web – LinkedIn Learning</a>	3	\$60	1
<a href="#">Learning LinkedIn – LinkedIn Learning</a>	2	\$40	1
<a href="#">Learning Word – LinkedIn Learning</a>	4	\$80	1
<a href="#">Google Forms – LinkedIn Learning</a>	1	\$20	1
<a href="#">Using Google Search &amp; Scholar – LinkedIn Learning</a>	3	\$60	1
<a href="#">Budgeting in Real Life – LinkedIn Learning</a>	1.5	\$30	1
<a href="#">The Secrets To Success At Work – LinkedIn Learning</a>	1	\$20	1
<a href="#">Find Your Dream Job: Interview Techniques and Resume Writing – LinkedIn Learning</a>	3	\$60	1
<a href="#">Evaluating College As An Investment - LinkedIn Learning</a>	1.5	\$30	1
<a href="#">Get Ahead in Construction Trades - LinkedIn Learning</a>	12	\$240	2
<a href="#">Get Ahead in the Manufacturing Trades - LinkedIn Learning</a>	8	\$160	2
<a href="#">Become a Project Coordinator - LinkedIn Learning</a>	14	\$280	2
<a href="#">Become a Successful Job Hunter - LinkedIn Learning</a>	12	\$240	2
<a href="#">Master In-Demand Professional Soft Skills - LinkedIn Learning</a>	10	\$200	2
<a href="#">Develop Your Presentation Skills - LinkedIn Learning</a>	6	\$120	2
<a href="#">Improve your Problem Solving-Skills - LinkedIn Learning</a>	4	\$80	2
<a href="#">Staying Positive and Productive during Uncertainty -LinkedIn learning</a>	16	\$280	2
<a href="#">Developing Resilience and Grit -LinkedIn Learning</a>	5	\$100	2
<a href="#">Success Habits - LinkedIn Learning</a>	3	\$60	2

<a href="#">Develop Your Customer Service Skills - LinkedIn Learning</a>	5	\$100	2
<a href="#">Manage Change and Develop Your Adaptability Skills - LinkedIn Learning</a>	6	\$120	2
<a href="#">Balancing Work and Life - LinkedIn Learning</a>	1	\$20	2
<a href="#">Informational Interviewing - LinkedIn Learning</a>	1.5	\$30	2
<a href="#">Improving Your Conflict Competence - LinkedIn Learning – Lynda</a>	1.5	\$30	2