



DON'T FORGET!
 You can register online: jobs.westmiworks.org/calendar

IONIA COUNTY
JUNE 2018

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|-------------------------------|---|
| | | | | 1 |
| 4 | 5 Resume Makeover 1-2:30pm Computer Literacy 1-3pm | 6 Job Search Techniques 2-3pm | 7 TABE Test 1:30pm | 8 |
| 11 MSU Money Management (Part 1 of 2) 1-4pm | 12 Computer Literacy 9-11am Introduction to Interviewing 2-4pm | 13 Career Exploration 2-3pm | 14 TABE Test 1:30pm | 15 |
| 18 | 19 Cover Letter Writing 10-11am Computer Literacy 1-3pm | 20 | 21 TABE Test 1:30pm | 22 |
| 25 MSU Money Management (Part 2 of 2) 1-4pm | 26 Computer Literacy 9-11am Resume Makeover 10-11:30am | 27 Introduction to Interviewing 2-4pm | 28 TABE Test 1:30pm | 29 <i>westmiworks.org</i> |

West Michigan Works! in **Ionia County** is located at: 301 W Main Street, Ionia, MI 48846



IONIA COUNTY

WORKSHOP DETAILS

Employment training workshops are offered at West Michigan Works! Service Centers. Workshops focus on skills related to employment and/or training and are open to the public at no charge. All workshops are one hour unless otherwise noted.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

COMPUTER LITERACY (2 hr):

Intimidated by computers? Unfamiliar with how to use email or the internet? This 2-hour open lab covers basic computing needs and make your computer time more productive and enjoyable.

RESUME MAKEOVER (1.5 hr):

Take your resume to the next level! This workshop and is designed for individuals interested in improving their existing resume. Attendees will leave having all the necessary information needed for creating a professional resume. *It's recommended that individuals have at least a basic resume prior to attending. Digital format is ideal (mitalent, flash drive, email).

COVER LETTER WRITING:

Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

INTRODUCTION TO INTERVIEWING (2 hr):

Do you have an upcoming interview but not sure what to expect? Curious about what questions you might be asked, how to prepare or what questions you should ask that potential employer. This workshop can help build confidence and better prepare you in selling yourself to that potential employer.

CAREER EXPLORATION:

Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers. Career Exploration is a self-assessment tool used to match personal interests with related careers. See if your career of interest is a high demand career, projected growth and what wages to expect.

JOB SEARCH TECHNIQUES:

Whether you are looking for your first job, or it's been a few years since you last looked for employment, this is the workshop for you!

MSU MONEY MANAGEMENT (3 hr):

In this two-part series you will learn how to:

- Make sound financial decisions
- Create a spending plan and save more
- Create financial goals
- Pay down debt and use credit wisely

You must be able to attend both dates (6/11 & 6/25).

TABE TEST (up to 3.5 hr):

Please call 616-389-8525 to register.

TABE - Tests of Adult Basic Education - is an academic assessment to determine both the knowledge and skills of adults in reading and math.

A Pure Michigan Talent Connect profile must be completed before attending workshops: www.mitalent.org

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West Michigan Works! is a division of ACSET, an equal opportunity employer/program, and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 711 supported.