



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

MONTCALM COUNTY
JUNE 2018

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

westmiworks.org

West Michigan Works! in **Montcalm County** is located at: 114 S Greenville West Dr, Greenville, MI 48838



MONTCALM 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

RESUME MAKEOVER* (1.5 hours):

In this workshop you will learn techniques to make your resume stand out to employers. Please bring your current resume if you have one.

RESUME LAB* (2 hours):

Put the resources you received in Resume Makeover to good use to create, update and/or revamp your resume! **NOTE:** Completing the Resume Makeover workshop is highly encouraged before attending Resume Lab.

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 hours):

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.

TEMPORARY EMPLOYMENT:

Are you looking for employment? Having a hard time? Come find out all you need to know about employment in the Temporary Staffing World at this workshop.

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!

COMPUTER LITERACY (2 hours):

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.

MSU MONEY MANAGEMENT (3 hours):

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 (6/12 & 6/26).

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