



Workshop Registration: Contact Sue Fleming at 269-686-5079 x4162 or sfleming@westmiworks.org
Mock Interview Registration: Contact Deb Mariuz at 269-686-5079 x4151 or dmariuz@westmiworks.org

BARRY COUNTY

May 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Mock Interviews 9-11:30am Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	2	3 Intro to Resume & Resume Makeover 9-11am Cover Letter Writing 1-3pm Location: Barry County United Way 231 S Broadway, Hastings	4
7	8 Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	9	10 Introduction to Interviewing 9-11am Career Exploration 1-3pm Location: Barry County United Way 231 S Broadway, Hastings	11
14	15 Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	16	17 Intro to Resume & Resume Makeover 9-11am Cover Letter Writing 1-3pm Location: Barry County United Way 231 S Broadway, Hastings	18
21	22 Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	23	24	25
28	29 Mock Interviews 9-11:30am Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	30	31 Intro to Resume & Resume Makeover 9-11am Cover Letter Writing 1-3pm Location: Barry County United Way 231 S Broadway, Hastings	<i>westmiworks.org</i>

Please Note: Thursday workshops are located at Barry County United Way, 231 S Broadway, Hastings



BARRY COUNTY

WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.

Deadline to sign-up for workshops will be 24 hours prior to workshop start.

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

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

CAREER EXPLORATION:

This self-assessment workshop is used to match personal interests and abilities with related, in-demand jobs. Explore your interests, skills and current labor market information to identify potential careers.

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 RESUME:

Discover current trends in resume writing. In this workshop you will learn tips, tricks, and techniques to make your resume stand out to employers.

*Please bring your current resume and cover letter if you have one.

RESUME MAKEOVER:

Put the resources you received in the Introduction to Resume workshop to good use and come to our Resume Makeover lab to create, update, and/or revamp your resume!

*Completing the Introduction to Resume workshop is highly encouraged before attending this workshop

INTRODUCTION TO INTERVIEWING:

This workshop provides interview techniques including preparation, follow-up and how to answer difficult questions. You will also get tips on appearance, non-verbal communication skills and more to help you ace your next interview.

MOCK INTERVIEWS:

Need to brush up on your interviews skills. Sign up for a mock interview! Our staff will conduct a practice interview with you and provide you with verbal and written feedback that you can use to improve your interview skills and land the job. Be sure to bring a copy of your resume with you and come dressed appropriately.

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:

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.

West Michigan Works! in **Barry County** is located at: 136 E State St, Suite A, Hastings, MI 49058

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.