



* Please register online at jobs.westmiworks.org/calendar
 **Please call the number on the back to register

KENT COUNTY- FRANKLIN
MAY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 **MRS Orientation 11am-12:30pm @ Westside Service Center	2 **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am	3 *Resume Makeover 10am-12pm	4
7 Friend of the Court: Q&A Day 8:30am-3:30pm *Computer Literacy 10am-12pm **Financial Checkup 101 11:30am	8 **MRS Orientation 11am-12:30pm @ Westside Service Center	9 **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am	10 *Resume Makeover 10am-12pm *Cover Letter Writing 2pm	11
14 **Financial Checkup 101 11:30am	15 **MRS Orientation 11am-12:30pm @ Westside Service Center	16 **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am *Temp Employment in Today's Market @ Westside Service Center 11am-12:30pm **MSU Money Management 1-3:30pm (Part 1 of 2)	17 VETERAN'S NETWORKING CLUB @ Westside Service Center 10-11:30am *Resume Makeover 10am-12pm *Career Exploration 2-4pm	18
21 *Computer Literacy 10am-12pm **Financial Checkup 101 11:30am	22 **MRS Orientation 11am-12:30pm @ Westside Service Center	23 **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am **MSU Money Management 1-3:30pm (Part 2 of 2)	24 *Resume Makeover 10am-12pm *Cover Letter Writing 2pm	25
28 OFFICE CLOSED MEMORIAL DAY	29 **MRS Orientation 11am-12:30pm @ Westside Service Center	30 **Basic Literacy 9am-12pm	31 *Resume Makeover 10am-12pm *Career Exploration 2-4pm	

westmiworks.org

West Michigan Works! in Kent County-Franklin Service Center is located at: 121 Franklin St SE, Grand Rapids, MI 49507



WORKSHOP DETAILS

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

Workshops are **ONE HOUR** unless otherwise noted.

WORKSHOPS FOR ASSISTANCE WITH FINDING EMPLOYMENT

***Must Register in Advance.** Register online: jobs.westmiworks.org/calendar

***Career Exploration (2 hours):** Explore interests and labor market information to choose the right career for you!

***Resume Makeover (2 hours):** Learn the content and proper format of a resume. Participants will have the opportunity to apply this knowledge to their own resume at the end of the session.

***Temporary Employment in Today's Market (1.5 hours):** Come find out all you need to know about employment in the Temporary Staffing World.

***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.

***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: What you wish you knew before the interview. Learn interviewing tips and the contents of thank you notes.

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! Discuss numerous ways to locate job leads.

****Basic Literacy (3 hours): Call Oman at 616-228-6721 to register**

Don't wait - learn English! Come to an English as a second language class every Wednesday morning to improve your listening, speaking, reading and writing. Talk to a West Michigan Works! staff member to learn more.

FRIEND OF THE COURT Q&A DAY

Walk-Ins Welcome

A case worker will be on site to answer questions about your Friend of the Court case or answer general questions about Friend of the Court services.

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

West Michigan Works! in **Kent County-Franklin Service Center** is located at: 121 Franklin St SE, Grand Rapids, MI 49507

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.

WORKSHOPS FOR PERSONS WITH DISABILITIES

****By appointment only. Offered at the Westside Service Center.
Call 616-242-6450 to register.**

****MRS (Michigan Rehabilitation Services) Orientation:** Learn about MRS Services, eligibility requirements and sign-up information. For disability accommodations for all workshops, please call a week in advance.

VETERAN NETWORKING JOB CLUB

3rd Thursday each month | 10am-11:30am

Westside Service Center | 215 Straight Ave NW | Grand Rapids

A collaboration of veteran community resources to connect veterans to resources and improve employment networking.

FINANCIAL MANAGEMENT

****MUST REGISTER IN ADVANCE. Call Tawana at 616-336-2061 to register**

****MSU Money Management (2.5 hours)**

In this three-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 (5/16 & 5/23).

****Financial Checkup 101**

This class will give you a quick overview of various financial options that will help you manage your funds. It is designed for those looking for convenience and security in their banking relationship.



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KENT COUNTY- WESTSIDE
MAY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	**MRS Orientation 11am-12:30pm *Resume Makeover 1-3pm	**Basic Literacy 9am-12pm @ Franklin Service Center		
7	8	9	10	11
**Financial Checkup 101 11:30am @ Franklin Service Center	*Career Exploration 10am-12pm **MRS Orientation 11am-12:30pm *Cover Letter Writing 1pm	**Basic Literacy 9am-12pm @ Franklin Service Center *Job Search Techniques 10:30-11:30am @ Grand Rapids Public Library 111 Library St NE, Grand Rapids	Friend of the Court: Q&A Day 9am-3:30pm *Introduction to Interviewing 2-3:30pm	Computer Literacy 2-4pm
14	15	16	17	18
**Financial Checkup 101 11:30am @ Franklin Service Center	**MRS Orientation 11am-12:30pm *Resume Makeover 1-3pm	**Basic Literacy 9am-12pm @ Franklin Service Center *Temporary Employment in Today's Market 11am-12:30pm **MSU Money Management 1-3:30pm (Part 1 of 2) @ Franklin Service Center	VETERAN'S NETWORKING CLUB 10-11:30am	
21	22	23	24	25
**Financial Checkup 101 11:30am @ Franklin Service Center	*Career Exploration 10am-12pm **MRS Orientation 11am-12:30pm *Cover Letter Writing 1pm	**Basic Literacy 9am-12pm @ Franklin Service Center **MSU Money Management 1-3:30pm (Part 2 of 2) @ Franklin Service Center	*Introduction to Interviewing 2:30-4pm	Computer Literacy 2-4pm
28	29	30	31	
OFFICE CLOSED MEMORIAL DAY	**MRS Orientation 11am-12:30pm *Resume Makeover 1-3pm	**Basic Literacy 9am-12pm @ Franklin Service Center		

westmiworks.org

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***Temporary Employment in Today's Market (1.5 hours):** 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.

***Introduction to Interviewing (1.5 hours):** What you wish you knew before the interview. Learn interviewing tips and the contents of thank you notes.

***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! Discuss numerous ways to locate job leads.

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