



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

OTTAWA COUNTY MAY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Job Search Techniques 9:30am Resume Makeover 11am	2 Resume Lab 8:30-10am Career Exploration 8:30-10:30am Computer Literacy 2:30-4:30pm	3 Cover Letter Writing 9am Introduction to Interviewing 11am	4 Career Exploration 8:30-10:30am
7 Career Exploration 1:30-3:30pm	8 Job Search Techniques 9:30am Hiring Event 10am-2pm Resume Makeover 11am	9 Resume Lab 8:30-10am Career Exploration 8:30-10:30am	10 Cover Letter Writing 9am Introduction to Interviewing 11am	11 Career Exploration 8:30-10:30am
14 Career Exploration 1:30-3:30pm	15 Job Search Techniques 9:30am Resume Makeover 11am	16 Resume Lab 8:30-10am Career Exploration 8:30-10:30am Computer Literacy 2:30-4:30pm	17 Cover Letter Writing 9am Introduction to Interviewing 11am	18 Career Exploration 8:30-10:30am
21 Career Exploration 1:30-3:30pm MSU Extension: Nutrition 2:30-4pm	22 Job Search Techniques 9:30am Resume Makeover 11am	23 Resume Lab 8:30-10am Career Exploration 8:30-10:30am	24 Cover Letter Writing 9am Introduction to Interviewing 11am	25 Career Exploration 8:30-10:30am
28 OFFICE CLOSED MEMORIAL DAY	29 Job Search Techniques 9:30am Resume Makeover 11am	30 Resume Lab 8:30-10am Career Exploration 8:30-10:30am	31 Cover Letter Writing 9am Introduction to Interviewing 11am	<i>westmiworks.org</i>

West Michigan Works! in **Ottawa County** is located at: 121 Clover St, Holland, MI 49423



OTTAWA 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

SERVICES ORIENTATION:

You may be eligible for free, individualized Career Coaching from West Michigan Works! Learn more about services available to you by attending a Service Orientation Session. Sessions are available anytime on a walk-in basis during our normal business hours.

RESUME MAKEOVER:

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 (1.5 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:

Remember, a good resume gets you the interview, but a successful interview gets you the job! This workshop covers preparation, tips on appearance, non-verbal communication, answering difficult questions, follow-up, and more.

CAREER EXPLORATION (2 hours):

This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

JOB SEARCH TECHNIQUES:

This workshop covers the basics of job search while incorporating tips on standing out in a competitive workforce. You will walk away with a toolkit full of resources to assist you in your job search.

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 EXTENSION: NUTRITION - HEALTHY EATING ON A BUDGET (1.5 hours):

Learn how to eat healthy while staying on a budget. This workshop begins with educational information including My Plate and tips for healthy eating and ends with a taste test.

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

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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.