



\* Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)  
 \*\*Please call the number on the back to register

KENT COUNTY- FRANKLIN  
**JUNE 2018**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<b>1</b>
<b>4</b> Friend of the Court: Q&A Day 8:30am-3:30pm **Financial Checkup 101 11:30am	<b>5</b> **MRS Orientation 11am-12:30pm @Westside Service Center	<b>6</b> **Basic Literacy 9am-12pm **MSU Money Management 1-3pm (Part 1 of 3)	<b>7</b> *Resume Makeover 10am-12pm	<b>8</b> *Computer Literacy 12:30-2:30pm **MSU Money Management 1-3pm (Part 2 of 3)
<b>11</b> **Financial Checkup 101 11:30am	<b>12</b> **MRS Orientation 11am-12:30pm @Westside Service Center	<b>13</b> **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am **MSU Money Management 1-3pm (Part 3 of 3) *Temp Employment in Today's Market @Westside Service Center 11am-12:30pm	<b>14</b> *Resume Makeover 10am-12pm	<b>15</b>
<b>18</b> **Financial Checkup 101 11:30am	<b>19</b> **MRS Orientation 11am-12:30pm @Westside Service Center	<b>20</b> **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am	<b>21</b> <b>VETERAN'S NETWORKING CLUB</b> @Westside Service Center 10-11:30am *Resume Makeover 10am-12pm *Cover Letter Writing 2pm	<b>22</b> *Computer Literacy 12:30-2:30pm
<b>25</b> **Financial Checkup 101 11:30am	<b>26</b> **MRS Orientation 11am-12:30pm @Westside Service Center	<b>27</b> **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am	<b>28</b> *Resume Makeover 10am-12pm *Career Exploration 2-4pm	<b>29</b>

*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](http://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.

## 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.

**A Pure Michigan Talent Connect profile must be completed before attending workshops: [mitalent.org](http://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.



\* Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)  
 \*\*Please call the number on the back to register

# KENT COUNTY- WESTSIDE JUNE 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<b>1</b>
<b>4</b> **Financial Checkup 101 11:30am @ Franklin Service Center	<b>5</b> **MRS Orientation 11am-12:30pm *Cover Letter Writing 1pm	<b>6</b> **Basic Literacy 9am-12pm @ Franklin Service Center **MSU Money Management 1-3pm (Part 1 of 3) @ Franklin Service Center	<b>7</b> *Introduction to Interviewing 2-3:30pm	<b>8</b> **MSU Money Management 1-3pm (Part 2 of 3) @ Franklin Service Center Computer Literacy 2-4pm
<b>11</b> **Financial Checkup 101 11:30am @ Franklin Service Center	<b>12</b> *Career Exploration 10am-12pm **MRS Orientation 11am-12:30pm *Resume Makeover 1-3pm	<b>13</b> **Basic Literacy 9am-12pm @ Franklin Service Center *Temporary Employment in Today's Market 11am-12:30pm **MSU Money Management 1-3pm (Part 3 of 3) @ Franklin Service Center	<b>14</b> Friend of the Court: Q&A Day 9am-3:30pm	<b>15</b>
<b>18</b> **Financial Checkup 101 11:30am @ Franklin Service Center	<b>19</b> **MRS Orientation 11am-12:30pm *Cover Letter Writing 1pm	<b>20</b> **Basic Literacy 9am-12pm @ Franklin Service Center *Job Search Techniques 10:30-11:30am @ Grand Rapids Public Library 111 Library St NE, Grand Rapids	<b>21</b> <b>VETERANS NETWORKING JOB CLUB</b> 10-11:30am *Introduction to Interviewing 2-3:30pm	<b>22</b> Computer Literacy 2-4pm
<b>25</b> **Financial Checkup 101 11:30am @ Franklin Service Center	<b>26</b> *Career Exploration 10am-12pm **MRS Orientation 11am-12:30pm *Resume Makeover 1-3pm	<b>27</b> **Basic Literacy 9am-12pm @ Franklin Service Center	<b>28</b>	<b>29</b>

[westmiworks.org](http://westmiworks.org)

West Michigan Works! in Kent County-Westside Service Center is located at: 215 Straight Ave NW, Grand Rapids, MI 49504



# 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](http://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.

**\*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.

**\*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.

**\*Cover Letter Writing:** Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

**\*\*Basic Literacy - offered at Franklin Service Center (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.

## WORKSHOPS FOR PERSONS WITH DISABILITIES

**\*\*By appointment only. 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**

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

## FINANCIAL MANAGEMENT

**\*\*MUST REGISTER IN ADVANCE. Offered at Franklin Service Center.**

**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.

## 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](http://mitalent.org)**

West Michigan Works! in **Kent County-Westside Service Center** is located at: 215 Straight Ave NW, Grand Rapids, MI 49504

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.