



Please register online at jobs.westmiworks.org/calendar
 Please arrive 10 minutes early to create a profile on Pure Michigan Talent Connect if you haven't already.

IONIA COUNTY
SEPTEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 OFFICE CLOSED FOR LABOR DAY	4 Resume Makeover 10-11:30am Computer Literacy 1-3pm	5	6	7 TABE Test 9am
10	11 Computer Literacy 9-11am	12	13 TABE Test 9am	14
17	18 Cover Letter Writing 10am Workplace Excellence: <i>Communication-ability</i> 1-2:30pm Computer Literacy 1-3pm	19	20 TABE Test 9am	21 Workplace Excellence: <i>Presentability</i> 10-11:30am Resume Makeover 2-3:30pm
24	25 Computer Literacy 9-11am Workplace Excellence: <i>Respectability</i> 10-11:30am Introduction to Interviewing 2-4pm	26	27 TABE Test 9am	28 Job Search Techniques 10am Cover Letter Writing 1pm <i>westmiworks.org</i>

West Michigan Works! in Ionia County is located at: 301 W Main Street, Ionia, MI 48846



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 INFORMATION ON JOB SEARCH AND TRAINING

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 to make your computer time more productive and enjoyable.

RESUME MAKEOVER (1.5 hours): Learn the content and proper format of a resume. Attendees will leave having all the necessary information needed for creating a professional resume. *Participants should have at least a basic resume saved in digital format (mitalent, flash drive, email) when they attend.

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): What you wish you knew before the interview. This workshop can help build confidence and better prepare you in selling yourself to that potential employer.

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!

WORKPLACE EXCELLENCE SERIES (5 workshops - 1.5 hours each):

The Workplace Excellence Series includes 5 workshops to help you with skills like communication, dependability and other essential skills employers are looking for. Complete all 5 workshops to receive a certificate indicating you know the employability skills needed for today's competitive job market.

TABE TEST (up to 3.5 hr): Please call 616-389-8525 to register.

TABE - Tests of Adult Basic Education - is an academic assessment to determine both the knowledge and skills of adults in reading and math. Participants will have five hours to complete the assessment.

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