



WORKSHOP DETAILS

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

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 computer skills to 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.

WORKPLACE EXCELLENCE SERIES:

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.

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.

ENGLISH AS A SECOND LANGUAGE

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

Don't wait - learn English! Join us every Wednesday morning to improve your English listening, speaking, reading and writing skills.

WORKSHOPS FOR PERSONS WITH DISABILITIES

PLEASE NOTE: Not eligible for Driver Responsibility Fee participants

****By appointment only at Westside location: 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

***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.

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

MUST REGISTER IN ADVANCE: Call Beth at 616-336-3525 to register

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 all three dates (9/5, 9/7 & 9/12) to participate.

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

Please arrive 10 minutes early to complete your profile if you don't already have one.

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
 **Please call the number on the back to register
 Please arrive 10 minutes early to create an account on Pure Michigan Talent Connect

KENT COUNTY- WESTSIDE SEPTEMBER 2018

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

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



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