



Please register online at jobs.westmiworks.org/calendar

MUSKEGON COUNTY

SEPTEMBER 2018

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

West Michigan Works! in **Muskegon County** is located at: 316 Morris Avenue, Suite 300, Muskegon, MI 49440



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

JOB SEARCH TECHNIQUES: Whether you're looking for your first job, or it's been a few years since you last looked for employment, this is the workshop for you! Find out what employers want to see on a resume, get tips on the best way to showcase your skills and experience and learn techniques on how to properly apply for a position in today's job market.

INTRODUCTION TO INTERVIEWING: 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.

COVER LETTER WRITING (30 min): Cover letters are an important part of the job search. Learn why you need one, who to address it to and what to include. Compliment your resume with a cover letter and enhance your chances of landing a job!

COMPUTER LITERACY (2 hours): Intimidated by computers? Unfamiliar with how to use email or the internet? If you are a beginner when it comes to using a computer, this two-hour open lab covers basic computer needs. We utilize GCFLearnFree.org to assist in this self directed workshop.

CAREER EXPLORATION (2 hours): Learn how to explore Interests, labor market information and training providers to assist you in choosing the right career for you!

RESUME MAKEOVER (2 hours): Take your resume to the next level! This two-hour open lab is designed for individuals interested in improving their existing resume. Staff will be on-hand to offer tips and suggestions make your resume stand out.

*Individuals must have an existing resume to attend this class. It is highly recommended to have your resume in a digital format (mitalent, flash drive, email) for access during the workshop.

WORKPLACE EXCELLENCE SERIES (5 workshops - 2 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.

VETERANS JOB CLUB:

1st & 3rd Wednesday of the Month | 10am-12pm

No Appointment Necessary

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

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.

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