



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.

OTTAWA COUNTY
SEPTEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 OFFICE CLOSED FOR LABOR DAY	4 Job Search Techniques 10am Resume Makeover 11am	5 Resume Lab 8:30-10am	6 Cover Letter Writing 9am Introduction to Interviewing 11am Computer Literacy 2:30-4:30pm	7
10 Career Exploration 10am-12pm	11 Job Search Techniques 9:30am Hiring Event 10am-2pm Resume Makeover 11am	12 Resume Lab 8:30-10am	13 Cover Letter Writing 9am Introduction to Interviewing 11am	14
17 Career Exploration 10am-12pm	18 Job Search Techniques 9:30am Resume Makeover 11am	19 Resume Lab 8:30-10am	20 Cover Letter Writing 9am Introduction to Interviewing 11am Computer Literacy 2:30-4:30pm	21
24 Career Exploration 10am-12pm MSU Extension: Nutrition 2:30-4pm	25 Job Search Techniques 9:30am Resume Makeover 11am Workplace Excellence: Dependability 1-4pm	26 Resume Lab 8:30-10am	27 Cover Letter Writing 9am Introduction to Interviewing 11am Workplace Excellence: Communication-ability 1-4pm	28 Workplace Excellence: Work-ability 1-2:30pm westmiworks.org

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



WORKSHOP DETAILS

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: 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.

WORKPLACE EXCELLENCE SERIES: The Workplace Excellence Series includes 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.

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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.