



***Workshop Registration:** Contact Sue Fleming at 269-686-5079 x4162 or sfleming@westmiworks.org
****Mock Interview Registration:** Contact Deb Mariuz at 269-686-5079 x4151 or dmariuz@westmiworks.org

BARRY COUNTY

OCTOBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 **Mock Interviews: appointment only Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	3	4 *Resume Makeover & Cover Letter Writing 9am-12pm *Career Exploration 1-3pm Location: Barry County United Way 231 S Broadway, Hastings	5
8	9 Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	10	11 *Introduction to Interviewing 9-11am Location: Barry County United Way 231 S Broadway, Hastings	12
15	16 **Mock Interviews: appointment only Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	17	18 *Resume Makeover & Cover Letter Writing 9am-12pm *Career Exploration 1-3pm Location: Barry County United Way 231 S Broadway, Hastings	19
22	23 Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	24	25 *Introduction to Interviewing 9-11am *Job Search Techniques 1-3pm Location: Barry County United Way 231 S Broadway, Hastings	26 OFFICE CLOSED
29	30 **Mock Interviews: appointment only Computer Literacy 1-3pm Location: West Michigan Works! 136 E State St, Hastings	31		<i>westmiworks.org</i>

Please Note: Thursday workshops are located at Barry County United Way, 231 S Broadway, Hastings



BARRY COUNTY

WORKSHOP DETAILS

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

Deadline to sign-up for workshops will be 24 hours prior to workshop start.

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.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

***Must Register in Advance - Contact Sue at 269-686-5079 x4162 or sfleming@westmiworks.org**

***CAREER EXPLORATION:** This self-assessment workshop is used to match personal interests and abilities with related, in-demand jobs. Explore your interests, skills and current labor market information to identify potential careers.

***COVER LETTER WRITING:** Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

RESUME MAKEOVER:** Put the resources you received in the Introduction to Resume workshop to good use and come to our Resume Makeover lab to create, update, and/or revamp your resume! *Please bring your current resume and cover letter if you have one.**

***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!

***INTRODUCTION TO INTERVIEWING:** This workshop provides interview techniques including preparation, follow-up and how to answer difficult questions. You will also get tips on appearance, non-verbal communication

****MOCK INTERVIEWS: **By appointment only- Contact Deb at 269-686-5079 x4151 or dmariuz@westmiworks.org**

Need to brush up on your interviews skills. Sign up for a mock interview! Our staff will conduct a practice interview with you and provide you with verbal and written feedback that you can use to improve your interview skills and land the job. Be sure to bring a copy of your resume with you and come dressed appropriately.

COMPUTER LITERACY: 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. **Walk-ins welcome at this open lab workshop!**

West Michigan Works! in **Barry County** is located at: 136 E State St, Suite A, Hastings, MI 49058

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.