



**Register in advance:** [jobs.westmiworks.org/calendar](http://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  
**OCTOBER 2018**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1</b>	<b>2</b> Computer Literacy 9-11am Resume Makeover 10am-12pm Cover Letter Writing 1-2:30pm	<b>3</b>	<b>4</b> TABE Test 9am	<b>5</b> Workplace Excellence: Communication-ability 11am-1pm Introduction to Interviewing 2-4pm
<b>8</b>	<b>9</b> Workplace Excellence: Dependability 10am-12pm Computer Literacy 1-3pm Resume Makeover 2-4pm	<b>10</b>	<b>11</b> TABE Test 9am	<b>12</b> Career Exploration 10am Job Search Techniques 1pm
<b>15</b>	<b>16</b> Computer Literacy 9-11am Resume Makeover 10am-12pm Introduction to Interviewing 1-3pm	<b>17</b>	<b>18</b> TABE Test 9am	<b>19</b> Workplace Excellence: Presentability 10am-12pm Cover Letter Writing 1-2:30pm
<b>22</b>	<b>23</b> Resume Makeover 10am-12pm Introduction to Interviewing 1-3pm Computer Literacy 1-3pm	<b>24</b>	<b>25</b> TABE Test 9am	<b>26</b> <b>OFFICE CLOSED</b>
<b>29</b>	<b>30</b> Computer Literacy 9-11am Cover Letter Writing 10-11:30am Resume Makeover 1-3pm	<b>31</b>	<b>HOW TO REGISTER ONLINE AT <a href="http://WWW.WESTMIWORKS.ORG">WWW.WESTMIWORKS.ORG</a></b> <b>1. Click on "GO" in the Job Seekers box on the right side of the page</b> <b>2. Click on "Calendar" in the upper, right corner</b> <b>3. Click on Ionia County</b> <b>4. Find the workshop you want on the calendar and click on it</b> <b>5. Fill in the information and click "Submit Your Registration"</b>	

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 (2 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 (1.5 hours):** 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 - 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.

**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](http://www.mitalent.org)  
Please arrive 10 minutes early to complete your profile if you don't already have one.**

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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.