



* Please register online at jobs.westmiworks.org/calendar
 **Please call the number on the back to register

KENT COUNTY- FRANKLIN OCTOBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Friend of the Court: Q&A Day 8:30am-3:30pm *Financial Checkup 101 11:30am	2 *Resume Makeover 8:30-10:30am	3 **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am **MSU Money Management (1 of 3) 1-3pm	4 Workplace Excellence: <i>Dependability</i> 1:30-3pm	5 Computer Literacy 1-3pm **MSU Money Management (2 of 3) 1-3pm
8 *Financial Checkup 101 11:30am Workplace Excellence: <i>Work-ability</i> 1:30pm	9 Workplace Excellence: <i>Communication-ability</i> 9-11am Job Search Techniques 1pm Introduction to Interviewing 2pm	10 Resume Makeover 9-11am **Basic Literacy 9am-12pm **MSU Money Management (3 of 3) 1-3pm Workplace Excellence: <i>Respectability</i> 1:30pm	11 *Career Exploration 1:30-3:30pm	12 Workplace Excellence: <i>Presentability</i> 10am
15 *Financial Checkup 101 11:30am Workplace Excellence: <i>Work-ability</i> 1:30pm	16 Job Search Techniques 9am Introduction to Interviewing 10am **MRS Orientation 11am-12:30pm @Westside Service Center *Cover Letter Writing 1pm	17 **Basic Literacy 9am-12pm *Resume Makeover 10am-12pm Workplace Excellence: <i>Respectability</i> 1:30pm	18 VETERAN'S NETWORKING JOB CLUB @Westside Service Center 10-11:30am Workplace Excellence: <i>Dependability</i> 1:30-3pm	19 Computer Literacy 1-3pm Workplace Excellence: <i>Presentability</i> 1:30pm
22 *Financial Checkup 101 11:30am Workplace Excellence: <i>Work-ability</i> 1:30pm	23 Workplace Excellence: <i>Communication-ability</i> 9-11am **MRS Orientation 11am-12:30pm @Westside Service Center Job Search Techniques 1pm Introduction to Interviewing 2pm	24 **Basic Literacy 9am-12pm *Resume Makeover 10am-12pm *Temp Employment in Today's Market @Westside Service Center 11am-12:30pm Workplace Excellence: <i>Respectability</i> 1:30pm	25 *Career Exploration 1:30-3:30pm	26 OFFICE CLOSED
29 *Financial Checkup 101 11:30am Workplace Excellence: <i>Work-ability</i> 1:30pm	30 Job Search Techniques 9am Introduction to Interviewing 10am **MRS Orientation 11am-12:30pm @Westside Service Center *Cover Letter Writing 1pm	31 **Basic Literacy 9am-12pm *Resume Makeover 10am-12pm Workplace Excellence: <i>Respectability</i> 1:30pm	HOW TO REGISTER ONLINE AT WWW.WESTMIWORKS.ORG 1. Click on "GO" in the Job Seekers box on the right side of the page 2. Click on "Calendar" in the upper, right corner 3. Click on Kent County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration"	

West Michigan Works! in Kent County-Franklin Service Center is located at: 121 Franklin St SE, Grand Rapids, MI 49507



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 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 (10/3, 10/5 & 10/10) 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. Supported by the State of Michigan.



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KENT COUNTY- WESTSIDE OCTOBER 2018

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



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***Temporary Employment in Today's Market (1.5 hours):** Are you looking for employment? Having a hard time? Come find out all you need to know about employment in the Temporary Staffing World at this workshop.

***Introduction to Interviewing (1.5 hours):** What you wish you knew before the interview. Learn interviewing tips and the contents of thank you notes.

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