



Please register online at jobs.westmiworks.org/calendar

MUSKEGON COUNTY

NOVEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>HOW TO REGISTER ONLINE AT WWW.WESTMIWORKS.ORG</p> <ol style="list-style-type: none"> 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 Muskegon County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration" 			<p>1</p> <p>Introduction to Interviewing 10-11am</p> <p>Cover Letter Writing 11-11:30am</p> <p>Resume Makeover 2-4pm</p>	<p>2</p> <p>Computer Literacy 9-11am</p>
<p>5</p> <p>Work Place Excellence: <i>Work-ability</i> 10am-12pm</p>	<p>6</p>	<p>7</p> <p>Work Place Excellence: <i>Dependability</i> 10am-12pm</p>	<p>8</p> <p>Job Search Techniques 10-11am</p> <p>Work Place Excellence: <i>Communication-ability</i> 10am-12pm</p> <p>Introduction to Interviewing 11-11:30am</p> <p>Cover Letter Writing 11:30am-12pm</p>	<p>9</p> <p>Career Exploration 10am-12pm</p> <p>Resume Makeover 2-4pm</p>
<p>12</p>	<p>13</p> <p>Job Search Techniques 10-11am</p> <p>Introduction to Interviewing 11-11:30am</p> <p>Cover Letter Writing 11:30am-12pm</p> <p>Career Exploration 1-3pm</p> <p>Computer Literacy 3-5pm</p>	<p>14</p> <p>Work Place Excellence: <i>Respectability</i> 10am-12pm</p> <p>Resume Makeover 10am-12pm</p>	<p>15</p> <p>Work Place Excellence: <i>Presentability</i> 10am-12pm</p>	<p>16</p>
<p>19</p> <p>Work Place Excellence: <i>Work-ability</i> 10am-12pm</p>	<p>20</p> <p>Job Search Techniques 10-11am</p> <p>Career Exploration 2-4pm</p>	<p>21</p> <p>Work Place Excellence: <i>Dependability</i> 10am-12pm</p> <p>Resume Makeover 2-4pm</p>	<p>22</p> <p>OFFICE CLOSED</p>	<p>23</p> <p>OFFICE CLOSED</p>
<p>26</p> <p>Work Place Excellence: <i>Communication-ability</i> 10am-12pm</p>	<p>27</p> <p>Job Search Techniques 2-3pm</p> <p>Introduction to Interviewing 3-3:30pm</p> <p>Cover Letter Writing 3:30-4pm</p>	<p>28</p> <p>Work Place Excellence: <i>Respectability</i> 10am-12pm</p>	<p>29</p> <p>Work Place Excellence: <i>Presentability</i> 10am-12pm</p> <p>Resume Makeover 10am-12pm</p> <p>Career Exploration 2-4pm</p>	<p>30</p> <p>Computer Literacy 9-11am</p>

West Michigan Works! in Muskegon County is located at: 316 Morris Avenue, Suite 100, 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 (30 min): 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.

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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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.