



**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

# DECEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b>	<b>4</b> Introduction to Interviewing 10-11:30am Computer Literacy 1-3pm Resume Makeover 1:30-3pm	<b>5</b>	<b>6</b> TABE Test 9am	<b>7</b>
<b>10</b>	<b>11</b> Computer Literacy 9-11am Cover Letter Writing 10-11:30am Job Search Techniques 1-2:30pm	<b>12</b>	<b>13</b> TABE Test 9am	<b>14</b> Career Exploration 10am-12pm Job Search Techniques 1-2:30pm
<b>17</b>	<b>18</b> Resume Makeover 10-11:30am Computer Literacy 1-3pm Workplace Excellence: <i>Communication-ability</i> 1-3pm	<b>19</b>	<b>20</b> TABE Test 9am	<b>21</b> Career Exploration 10am-12pm Workplace Excellence: <i>Work-ability</i> 1-3 pm
<b>24</b> OFFICE CLOSED	<b>25</b> OFFICE CLOSED	<b>26</b>	<b>27</b> TABE Test 9am	<b>28</b> Resume Makeover 10-11:30am Introduction to Interviewing 1-2:30pm
<b>31</b> OFFICE CLOSED	<b>1</b> OFFICE CLOSED	<b>2</b>	<p><b>HOW TO REGISTER ONLINE AT <a href="http://WWW.WESTMIWORKS.ORG">WWW.WESTMIWORKS.ORG</a></b></p> <ol style="list-style-type: none"> <li>1. Click on "GO" in the Job Seekers box on the right side of the page</li> <li>2. Click on "Calendar" in the upper, right corner</li> <li>3. Click on Ionia County</li> <li>4. Find the workshop you want on the calendar and click on it</li> <li>5. Fill in the information and click "Submit Your Registration"</li> </ol>	

West Michigan Works! in **Ionia County** is located at: 301 W Main Street, Ionia, MI 48846



IONIA COUNTY

# WORKSHOP DETAILS

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

## 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 (1.5 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 (1.5 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 (2 hours):** 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 (1.5 hours):** 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. Supported by the State of Michigan.