



Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)

MUSKEGON COUNTY  
**DECEMBER 2018**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b> Work Place Excellence: <i>Work-ability</i> 10am-12pm	<b>4</b> Job Search Techniques 10-11am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm	<b>5</b> Resume Makeover 10am-12pm	<b>6</b> Work Place Excellence: <i>Dependability</i> 10am-12pm Career exploration 2-4pm	<b>7</b>
<b>10</b> Work Place Excellence: <i>Communication-ability</i> 10am-12pm	<b>11</b> Career Exploration 10am-12pm Computer Literacy 2-4pm	<b>12</b> Job Search Techniques 10-11am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm	<b>13</b> Work Place Excellence: <i>Respectability</i> 10am-12pm Resume Makeover 1-3pm	<b>14</b>
<b>17</b> Work Place Excellence: <i>Presentability</i> 10am-12pm	<b>18</b> Job Search Techniques 2-3pm Introduction to Interviewing 3-3:30pm Cover Letter Writing 3:30-4pm	<b>19</b> Resume Makeover 10am-12pm	<b>20</b> Work Place Excellence: <i>Work-ability</i> 10am-12pm Career exploration 2-4pm	<b>21</b>
<b>24</b> <b>OFFICE CLOSED</b>	<b>25</b> <b>OFFICE CLOSED</b>	<b>26</b> Resume Makeover 10am-12pm Career Exploration 2-4pm	<b>27</b> Job Search Techniques 10-11am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm Computer Literacy 2-4pm	<b>28</b>
<b>31</b> <b>OFFICE CLOSED</b>	<b>1</b> <b>OFFICE CLOSED</b>	<b>2</b> Resume Makeover 2-4pm	<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 Muskegon 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 Muskegon County is located at: 316 Morris Avenue, Suite 100, Muskegon, MI 49440



MUSKEGON COUNTY

# 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](http://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](http://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.