



Register in advance: jobs.westmiworks.org/calendar
 Please arrive 10 minutes early to create a profile on Pure Michigan Talent
 Connect if you haven't already.

OTTAWA COUNTY
DECEMBER 2018

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|--|--|-----------|
| 3 | 4 Career Exploration 8:30-10:30am Workplace Excellence: <i>Presentability</i> 1-2:30pm Workplace Excellence: <i>Communication-ability</i> 2:30-4pm | 5 Job Search Techniques 9-10am Resume Makeover 10-11am Resume Lab 11am-12pm | 6 Cover Letter Writing 9-10am Introduction to Interviewing 10:30am-12pm Career Exploration 1-3pm Computer Literacy 3-4:30pm | 7 |
| 10 | 11 Career Exploration 8:30-10:30am Computer Literacy 10:30am-12pm Workplace Excellence: <i>Respectability</i> 1-2:30pm Workplace Excellence: <i>Work-ability</i> 2:30-4pm | 12 Job Search Techniques 9-10am Resume Makeover 10-11am Resume Lab 11am-12pm | 13 Cover Letter Writing 9-10am Introduction to Interviewing Career Exploration 1-3pm Computer Literacy 3-4:30pm | 14 |
| 17 MSU Extension: Nutrition 2:30-4pm | 18 Career Exploration 8:30-10:30am Computer Literacy 10:30am-12pm Workplace Excellence: <i>Dependability</i> 1-2:30pm Workplace Excellence: <i>Presentability</i> 2:30-4pm | 19 Job Search Techniques 9-10am Resume Makeover 10-11am Resume Lab 11am-12pm | 20 Cover Letter Writing 9-10am Introduction to Interviewing 10:30am-12pm Career Exploration 1-3pm Computer Literacy 3-4:30pm | 21 |
| 24 OFFICE CLOSED | 25 OFFICE CLOSED | 26 | 27 Career Exploration 1-3pm Computer Literacy 3-4:30pm | 28 |
| 31 OFFICE CLOSED | 1 OFFICE CLOSED | 2 | <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 Ottawa 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 **Ottawa County** is located at: 121 Clover St, Holland, MI 49423



WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.
All workshops are one hour unless otherwise noted.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

SERVICES ORIENTATION: You may be eligible for free, individualized Career Coaching from West Michigan Works! Learn more about services available to you by attending a Service Orientation Session. Sessions are available anytime on a walk-in basis during our normal business hours.

RESUME MAKEOVER: In this workshop you will learn techniques to make your resume stand out to employers. Please bring your current resume if you have one.

RESUME LAB: Put the resources you received in Resume Makeover to good use to create, update and/or revamp your resume!

NOTE: Completing the Resume Makeover workshop is highly encouraged before attending Resume Lab.

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 (1.5 hours): Remember, a good resume gets you the interview, but a successful interview gets you the job! This workshop covers preparation, tips on appearance, non-verbal communication, answering difficult questions, follow-up and more.

CAREER EXPLORATION (2 hours): This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

JOB SEARCH TECHNIQUES: This workshop covers the basics of job search while incorporating tips on standing out in a competitive workforce. You will acquire a toolkit of resources to assist you in your job search.

COMPUTER LITERACY (1.5 hours): Intimidated by computers? Unfamiliar with how to use email or the internet? This lab covers basic computing needs to make your computer time more productive and enjoyable. Includes Digital Literacy testing.

MSU: NUTRITION - HEALTHY EATING ON A BUDGET (1.5 hours): Learn how to eat healthy while staying on a budget. This workshop includes My Plate nutrition tips and ends with a taste test.

WORKPLACE EXCELLENCE SERIES (5 workshops - 1.5 hours each):

The Workplace Excellence Series helps you with skills needed for today's competitive job market.

Depend-ability: Identify your strengths and weaknesses and gain practical strategies to improve time management.

Present-ability: Understand how excellent presentation is about knowledge of, matching, and promoting the company image

Communication-ability: Delivery of verbal and non-verbal messages in a way that shows you are a strong candidate for the job. A three-step approach to good communication.

Respect-ability: How to show awareness of, and the ability to work with, multi-generational teams when meeting potential employers.

Work-ability: Do you understand the realities in today's workplace? Impress employers by showing your work-ability skills and abilities.

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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.