



PLEASE REGISTER IN ADVANCE
 Contact Sue Fleming at 269-686-5079 x4162

ALLEGAN COUNTY NOVEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2 Computer Literacy Open Lab 8am-5pm
Workplace Excellence: Employability Skills @ Allegan Alternative High School 550 5th St, Allegan	6 Career Exploration 1:30-3:30pm Resume Makeover 2-3pm Cover Letter Writing 3:30-4pm	7 Job Search Techniques 10-11am Introduction to Interviewing 1-3pm	8	9 Computer Literacy Open Lab 8am-5pm
OFFICE CLOSED	13 Career Path Tune-Up 9:30-11am Career Exploration 1:30-3:30pm Resume Makeover 2-3pm Cover Letter Writing 3:30-4pm	14 Job Search Techniques 10-11am Introduction to Interviewing 1-3pm	15	16 Computer Literacy Open Lab 8am-5pm
Workplace Excellence: Employability Skills @ Allegan Alternative High School 550 5th St, Allegan	20 Career Exploration 1:30-3:30pm Resume Makeover 2-3pm Cover Letter Writing 3:30-4pm	21 Job Search Techniques 10-11am Introduction to Interviewing 1-3pm	OFFICE CLOSED	OFFICE CLOSED
Workplace Excellence: Employability Skills @ Allegan Alternative High School 550 5th St, Allegan	27 Career Exploration 1:30-3:30pm Resume Makeover 2-3pm Cover Letter Writing 3:30-4pm	28 Job Search Techniques 10-11am Introduction to Interviewing 1-3pm	29	30 Computer Literacy Open Lab 8am-5pm <i>westmiworks.org</i>

West Michigan Works! in **Allegan County** is located at: 3255 122nd Ave, Suite 101, Allegan, MI 49010



WORKSHOP DETAILS

Employment training workshops are offered at West Michigan Works! Service Centers. 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

RESUME MAKEOVER (2 hour):

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.

COVER LETTER WRITING (30 minute):

Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

INTRODUCTION TO INTERVIEWING (2 hour):

Update yourself with tips for successful interviewing in today's world. Learn all the steps in the process of interviewing, tips on how to prepare yourself, and how to make a positive first impression.

WORKPLACE EXCELLENCE-EMPLOYABILITY SKILLS:

The Workplace Excellence Series includes workshops to help you with skills like communication, dependability and other essential skills employers are looking for. Complete all workshops to receive a certificate indicating you know the employability skills needed for today's competitive job market.

COMPUTER LITERACY:

Intimidated by computers? Unfamiliar with how to use email or the internet? Learn basic computing needs and make your computer time more productive and enjoyable at computer literacy. **Walk-ins welcome at this open lab workshop!**

CAREER EXPLORATION (2 hour):

Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers.

JOB SEARCH TECHNIQUES (1 hour):

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!

CAREER PATH TUNE-UP (1.5 hours): This workshop is a thought-provoking, participative and probing examination of your career path and future goals. In a workgroup setting we will focus on how to optimize your personal brand, examine your professional resume, scrutinize your online footprint and envision your career path success. Recommended next steps would include one on one resume development and mock interviews.

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. Supported by the State of Michigan.