



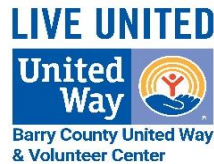
***Workshop Registration:** Contact Sue Fleming at 269-686-5079 x4162 or sfleming@westmiworks.org
****Mock Interview Registration:** Contact Deb Mariuz at 269-686-5079 x4151 or dmariuz@westmiworks.org

BARRY COUNTY

NOVEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<p>1</p> <p>*Resume Makeover & Cover Letter Writing 9:30am-12pm *Career Exploration 1-3pm</p> <p>Location: Barry County United Way 231 S Broadway, Hastings</p>	<p>2</p>
<p>5</p>	<p>6</p> <p>Computer Literacy 1-3pm</p> <p>Location: West Michigan Works! 136 E State St, Hastings</p>	<p>7</p>	<p>8</p> <p>*Introduction to Interviewing 9:30am-12pm *Job Search Techniques 1-3pm</p> <p>Location: Barry County United Way 231 S Broadway, Hastings</p>	<p>9</p>
<p>12</p> <p>OFFICE CLOSED</p>	<p>13</p> <p>**Mock Interviews: appointment only Computer Literacy 1-3pm</p> <p>Location: West Michigan Works! 136 E State St, Hastings</p>	<p>14</p> <p>Taking Back Your Finances 1-3pm</p> <p>Location: West Michigan Works! 136 E State St, Hastings</p>	<p>15</p> <p>*Resume Makeover & Cover Letter Writing 9am-12pm *Career Exploration 1-3pm *Career Path Tune-Up 1:30-3pm</p> <p>Location: Barry County United Way 231 S Broadway, Hastings</p>	<p>16</p>
<p>19</p>	<p>20</p> <p>Computer Literacy 1-3pm</p> <p>Location: West Michigan Works! 136 E State St, Hastings</p>	<p>21</p>	<p>22</p> <p>OFFICE CLOSED</p>	<p>23</p> <p>OFFICE CLOSED</p>
<p>26</p>	<p>27</p> <p>**Mock Interviews: appointment only Computer Literacy 1-3pm</p> <p>Location: West Michigan Works! 136 E State St, Hastings</p>	<p>28</p>	<p>29</p> <p>*Resume Makeover & Cover Letter Writing 9am-12pm *Career Exploration 1-3pm</p> <p>Location: Barry County United Way 231 S Broadway, Hastings</p>	<p>30</p> <p><i>westmiworks.org</i></p>

Please Note: Thursday workshops are located at Barry County United Way, 231 S Broadway, Hastings



BARRY COUNTY

WORKSHOP DETAILS

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

Deadline to sign-up for workshops will be 24 hours prior to workshop start.

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.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

***Must Register in Advance - Contact Sue at 269-686-5079 x4162 or sfleming@westmiworks.org**

***CAREER EXPLORATION:** This self-assessment workshop is used to match personal interests and abilities with related, in-demand jobs. Explore your interests, skills and current labor market information to identify potential careers.

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

RESUME MAKEOVER:** Put the resources you received in the Introduction to Resume workshop to good use and come to our Resume Makeover lab to create, update, and/or revamp your resume! *Please bring your current resume and cover letter if you have one.**

***JOB SEARCH TECHNIQUES:** 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!

***INTRODUCTION TO INTERVIEWING:** This workshop provides interview techniques including preparation, follow-up and how to answer difficult questions. You will also get tips on appearance, non-verbal communication skills and more to help you ace your next interview.

****MOCK INTERVIEWS: **By appointment only- Contact Deb at 269-686-5079 x4151 or dmariuz@westmiworks.org**

Need to brush up on your interviews skills. Sign up for a mock interview! Our staff will conduct a practice interview with you and provide you with verbal and written feedback that you can use to improve your interview skills and land the job. Be sure to bring a copy of your resume with you and come dressed appropriately.

COMPUTER LITERACY: Intimidated by computers? Unfamiliar with how to use email or the internet? This 2-hour open lab covers basic computing needs and make your computer time more productive and enjoyable. **Walk-ins welcome at this open lab workshop!**

TAKING BACK YOUR FINANCES: This class will give you a quick overview of various financial options that will help you manage your funds. It is designed for those looking for convenience and security in their banking relationship. Topics in the series include: budgeting, payday advances, credit scores, credit repair and credit cards.

CAREER PATH TUNE-UP: 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.

West Michigan Works! in **Barry County** is located at: 136 E State St, Suite A, Hastings, MI 49058

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.