



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.

IONIA COUNTY

NOVEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<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 Ionia County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration" 			<p>1</p> <p>TABE Test 9am</p>	<p>2</p> <p>Workplace Excellence: <i>Communication-ability</i> 10am-12pm</p> <p>Resume Makeover 1-2:30pm</p>
<p>5</p>	<p>6</p> <p>Workplace Excellence: <i>Dependability</i> 10am-12pm</p> <p>Computer Literacy 1-3pm</p> <p>Resume Makeover 1:30-3pm</p>	<p>7</p>	<p>8</p> <p>TABE Test 9am</p>	<p>9</p> <p>Introduction to Interviewing 10-11:30am</p> <p>Job Search Techniques 1pm</p>
<p>12</p> <p>OFFICE CLOSED</p>	<p>13</p> <p>Computer Literacy 9-11am</p> <p>Cover Letter Writing 10-11:30am</p> <p>Introduction to Interviewing 1-2:30pm</p>	<p>14</p>	<p>15</p> <p>TABE Test 9am</p>	<p>16</p> <p>Workplace Excellence: <i>Respectability</i> 10am-12pm</p> <p>Resume Makeover for Veterans 1-2:30pm</p>
<p>19</p>	<p>20</p> <p>Resume Makeover 10-11:30am</p> <p>Computer Literacy 1-3pm</p> <p>Workplace Excellence: <i>Communication-ability</i> 1-3pm</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>Computer Literacy 9-11am</p> <p>Job Search Techniques 10-11am</p> <p>Introduction to Interviewing 1-2:30pm</p>	<p>28</p>	<p>29</p> <p>TABE Test 9am</p>	<p>30</p> <p>Resume Makeover 10-11:30am</p> <p>Workplace Excellence: <i>Work-ability</i> 1-3 pm</p>

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 are one hour unless otherwise noted.

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 (2 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 (2 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: 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: 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

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.