



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.

MONTCALM COUNTY
NOVEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOW TO REGISTER ONLINE AT WWW.WESTMIWORKS.ORG 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 Montcalm County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration"			1 Cover Letter Writing 10-11:30am Resume Makeover 1-2:30pm Computer Literacy 1-3pm	2
5 Resume Makeover 10-11:30am Cover Letter Writing 1-2:30pm	6 Resume Lab 10am-12pm	7 Workplace Excellence: <i>Dependability</i> 10am-12pm Introduction to Interviewing 1-3pm	8 Job Search Techniques 10-11am Resume Makeover 1-3pm Computer Literacy 1-3pm	9
12 OFFICE CLOSED	13 Resume Lab 10am-12pm	14 Introduction to Interviewing 10am-12pm Workplace Excellence: <i>Communication-ability</i> 1-3pm <i>Veteran Resume Makeover</i> 3-4pm	15 Resume Makeover 10-11:30am Cover Letter Writing 1-2:30pm Computer Literacy 1-3pm	16
19 Resume Makeover 10-11:30am Workplace Excellence: <i>Communication-ability</i> 1-3pm	20 Resume Lab 10am-12pm	21 Job Search Techniques 10-11am Career Exploration 1-3pm	22 OFFICE CLOSED	23 OFFICE CLOSED
26 Resume Makeover 10-11:30am Career Exploration 1-2:30pm	27 Resume Lab 10am-12pm	28	29 Introduction to Interviewing 10am-12pm Computer Literacy 1-3pm	30

West Michigan Works! in **Montcalm County** is located at: 114 S Greenville West Dr, Greenville, MI 48838



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

RESUME MAKEOVER (1.5 hours): 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* (2 hours): 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 (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.

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.

CAREER EXPLORATION (1.5 hours): 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.

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. TTY 711 supported.