





# KENT COUNTY- FRANKLIN WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training, and are open to the public at no charge. Workshops are 1 hour unless otherwise noted.

## WORKSHOPS FOR ASSISTANCE WITH FINDING EMPLOYMENT

**\*MUST REGISTER IN ADVANCE** - Register online: [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)

**\*Career Exploration (2 hours):** Explore interests and labor market information to choose the right career for you!

**\*Resume Makeover (2 hours):** 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.

**\*Temporary Employment in Today's Market (1.5 hours):** Come find out all you need to know about employment in the Temporary Staffing World.

**\*Computer Literacy (2 hours):** Intimidated by computers? Unfamiliar with how to use email or the internet? This 2-hour open lab covers basic computer skills to make your computer time more productive and enjoyable.

**\*Cover Letter Writing:** Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

**\*Job Search Solutions (2 hours):** Maintaining your employability skills and staying motivated are essential to getting back to work. Job Search Solutions offers assistance from the instructor as well as other workshop attendees. Topics include: creating your elevator pitch, branding & networking, proactive versus reactive job search strategies and staying positive during the job search process. Employer events at West Michigan Works! will also be highlighted.

**\*Workplace Excellence Series (length varies by topic):** This 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.

## WALK-INS WELCOME

**Introduction to Interviewing:** What you wish you knew before the interview. Learn interviewing tips and the contents of thank you notes.

**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! Discuss numerous ways to locate job leads.

## ENGLISH AS A SECOND LANGUAGE

**\*\*Basic Literacy (3 hours):** Call Oman at 616-228-6721 to register

Don't wait - learn English! Join us every Wednesday morning to improve your English listening, speaking, reading and writing skills.

## WORKSHOPS FOR PERSONS WITH DISABILITIES

**\*\*By appointment only at Westside location: call 616-242-6450 to register**

**\*\*MRS (Michigan Rehabilitation Services) Orientation:** Learn about MRS Services, eligibility requirements and sign-up information. For disability accommodations for all workshops, please call a week in advance.

## VETERAN NETWORKING JOB CLUB

**3rd Thursday each month | 10am-11:30am**

**Westside Service Center | 215 Straight Ave NW | Grand Rapids**

A collaboration of veteran community resources to connect veterans to resources and improve employment networking.

## FINANCIAL MANAGEMENT

**\*Financial Checkup 101**

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.

## FRIEND OF THE COURT Q&A DAY - Walk-Ins Welcome

A case worker will be on site to answer questions about your Friend of the Court case or answer general questions about Friend of the Court services.

**A Pure Michigan Talent Connect profile must be completed before attending workshops: [mitalent.org](http://mitalent.org)**

**Please arrive 10 minutes early to complete your profile if you don't already have one.**

West Michigan Works! in **Kent County-Franklin Service Center** is located at: 121 Franklin St SE, Grand Rapids, MI 49507

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.



\* Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)  
 \*\*Please call the number on the back to register

# KENT COUNTY- WESTSIDE JANUARY 2019

| MONDAY   | TUESDAY  | WEDNESDAY   | THURSDAY  | FRIDAY                                   |
|--|--|---|---|--|
|  | <b>1</b><br><br>OFFICE CLOSED  | <b>2</b><br><br>**Basic Literacy<br>@ Franklin Service Center<br>9am-12pm   | <b>3</b><br><br>*Job Search Solutions<br>@ Franklin Service Center<br>1-3pm<br><br>*Workplace Excellence:<br><i>Communication-ability</i><br>2-3:30pm | <b>4</b>                                 |
| <b>7</b><br><br>**Financial Checkup 101<br>@ Franklin Service Center<br>11:30am-12:30pm  | <b>8</b><br><br>**MRS Orientation 11am-12:30pm<br><br>*Career Exploration 1-3pm  | <b>9</b><br><br>**Basic Literacy<br>@ Franklin Service Center<br>9am-12pm<br><br>*Resume Makeover 9-11am<br><br>*Cover Letter Writing 11am  | <b>10</b><br><br>Friend of the Court:<br>Q&A Day 9am-3:30pm<br><br>*Introduction to Interviewing 2-3:30pm   | <b>11</b><br><br>Computer Literacy 2-4pm |
| <b>14</b><br><br>**Financial Checkup 101<br>@ Franklin Service Center<br>11:30am-12:30pm | <b>15</b><br><br>**MRS Orientation 11am-12:30pm<br><br>*Career Exploration 1-3pm | <b>16</b><br><br>**Basic Literacy<br>@ Franklin Service Center<br>9am-12pm  | <b>17</b><br><br>VETERAN'S NETWORKING CLUB<br>10-11:30am<br><br>*Job Search Solutions<br>@ Franklin Service Center 1-3pm                              | <b>18</b>                                |
| <b>21</b><br><br>OFFICE CLOSED   | <b>22</b><br><br>**MRS Orientation 11am-12:30pm<br><br>*Career Exploration 1-3pm | <b>23</b><br><br>**Basic Literacy<br>@ Franklin Service Center<br>9am-12pm<br><br>*Resume Makeover 9-11am<br><br>*Cover Letter Writing 11am | <b>24</b><br><br>*Job Search Techniques 10am<br><br>*Workplace Excellence:<br><i>Respectability</i><br>2-3:30pm                                       | <b>25</b><br><br>Computer Literacy 2-4pm |
| <b>28</b><br><br>**Financial Checkup 101<br>@ Franklin Service Center<br>11:30am-12:30pm | <b>29</b><br><br>**MRS Orientation 11am-12:30pm<br><br>*Career Exploration 1-3pm | <b>30</b><br><br>**Basic Literacy<br>@ Franklin Service Center<br>9am-12pm<br><br>*Temporary Employment<br>in Today's Market 11am-12:30pm   | <b>31</b><br><br>*Job Search Solutions<br>@ Franklin Service Center<br>1-3pm  |  |

[westmiworks.org](http://westmiworks.org)

West Michigan Works! in Kent County-Westside Service Center is located at: 215 Straight Ave NW, Grand Rapids, MI 49504



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