



Register in advance: [jobs.westmiworks.org/calendar](http://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  
**FEBRUARY 2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>HOW TO REGISTER ONLINE AT <a href="http://WWW.WESTMIWORKS.ORG">WWW.WESTMIWORKS.ORG</a></b></p> <ol style="list-style-type: none"> <li>1. Click on "GO" in the Job Seekers box on the right side of the page</li> <li>2. Click on "Calendar" in the upper, right corner</li> <li>3. Click on Ionia County</li> <li>4. Find the workshop you want on the calendar and click on it</li> <li>5. Fill in the information and click "Submit Your Registration"</li> </ol>				
	<p><b>4</b></p> <p>Workplace Excellence: <b>5</b>  <i>Communication-ability</i> 10am-12pm</p> <p>Resume Makeover 1-2:30pm</p> <p>Computer Literacy 1-3pm</p>		<p><b>6</b></p> <p>TABE Test</p>	<p><b>7</b></p> <p>9am</p> <p>Job Search Techniques 10-11:30am</p> <p>Workplace Excellence:  <i>Dependability</i> 1-3pm</p>
	<p><b>11</b></p> <p>Computer Literacy 9-11am</p> <p>Resume Makeover 10-11:30am</p> <p>Introduction to Interviewing 1-3pm</p>		<p><b>13</b></p> <p>TABE Test</p>	<p><b>14</b></p> <p>9am</p> <p>Workplace Excellence:  <i>Presentability</i> 10am-12pm</p> <p>Resume Makeover 1-2:30pm</p>
<p><b>18</b></p> <p>OFFICE CLOSED</p>	<p><b>19</b></p> <p>Computer Literacy 1-3pm</p>		<p><b>20</b></p> <p>TABE Test</p>	<p><b>21</b></p> <p>9am</p>
	<p><b>25</b></p> <p>Computer Literacy 9-11am</p> <p>Job Search Techniques 10-11:30am</p> <p>Resume Makeover 1-2:30pm</p>		<p><b>27</b></p> <p>TABE Test</p>	<p><b>28</b></p> <p>9am</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 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 (1.5 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 (1.5 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 (2 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 (1.5 hours):** 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](http://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.