



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 FEBRUARY 2019

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
4 Resume Makeover 10-11:30am Introduction to Interviewing 1-3pm	5	6 Workplace Excellence: <i>Communication-ability</i> 10am-12pm Job Search Techniques 1-2:30pm	7 Career Exploration 10am-12pm Computer Literacy 1-3pm	8
11 Cover Letter Writing 10-11:30am Resume Makeover 1-2:30pm	12	13 Resume Makeover 10-11:30am Workplace Excellence: <i>Presentability</i> 1-3pm	14 Job Search Techniques 10-11:30am Cover Letter Writing 1-2:30pm	15
18 OFFICE CLOSED	19	20	21 Computer Literacy 10am-12pm Resume Makeover 1-2:30pm	22
25 Career Exploration 10am-12pm Resume Makeover 1-2:30pm	26	27 Introduction to Interviewing 2-4pm	28 Resume Makeover 10-11:30am Job Search Techniques 1-2:30pm	

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.

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.

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 (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.

A Pure Michigan Talent Connect profile must be completed before attending workshops: mitalent.org

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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.