



Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)

MUSKEGON COUNTY  
**FEBRUARY 2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>HOW TO REGISTER ONLINE AT WWW.WESTMIWORKS.ORG</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 Muskegon 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>				<b>1</b>
<p><b>4</b></p> <p><i>Ripple Effect:</i> Adaptability 10am Innovation 11:30am</p> <p>Job Search Techniques 1pm Computer Literacy 2-4pm</p>	<b>5</b>	<p><b>6</b></p> <p><i>Ripple Effect:</i> Time Management 10am Workplace Management 11:30am</p>	<p><b>7</b></p> <p><i>Ripple Effect:</i> Responsibility 10am Communication 11:30am Teamwork 1pm Resume Makeover 2-4pm</p>	<p><b>8</b></p> <p><i>Ripple Effect:</i> Decisiveness 10am Reasoning 11:30am Career Exploration 1-3pm Introduction to Interviewing 3-3:30pm Cover Letter Writing 3:30-4pm</p>
<p><b>11</b></p> <p><i>Ripple Effect:</i> Adaptability 10am Innovation 11:30am</p> <p>Job Search Techniques 1pm Computer Literacy 2-4pm</p>	<b>12</b>	<p><b>13</b></p> <p><i>Ripple Effect:</i> Time Management 10am Workplace Management 11:30am</p>	<p><b>14</b></p> <p><i>Ripple Effect:</i> Responsibility 10am Communication 11:30am Teamwork 1pm Resume Makeover 2-4pm</p>	<p><b>15</b></p> <p><i>Ripple Effect:</i> Decisiveness 10am Reasoning 11:30am Career Exploration 1-3pm Introduction to Interviewing 3-3:30pm Cover Letter Writing 3:30-4pm</p>
<b>18</b> <b>OFFICE CLOSED</b>	<p><b>19</b></p> <p>Career Exploration 1-3pm</p>	<p><b>20</b></p> <p><i>Ripple Effect:</i> Time Management 10am Workplace Management 11:30am</p>	<p><b>21</b></p> <p><i>Ripple Effect:</i> Responsibility 10am Communication 11:30am Teamwork 1pm Cover Letter Writing 2:30-3pm Introduction to Interviewing 2-2:30pm Cover Letter Writing 2:30-3pm</p>	<p><b>22</b></p> <p><i>Ripple Effect:</i> Decisiveness 10am Reasoning 11:30am Computer Literacy 1-3pm</p>
<p><b>25</b></p> <p><i>Ripple Effect:</i> Adaptability 10am Innovation 11:30am</p> <p>Job Search Techniques 1pm Career Exploration 2-4pm</p>	<p><b>26</b></p> <p>Introduction to Interviewing 1-1:30pm Cover Letter Writing 1:30-2pm</p>	<p><b>27</b></p> <p><i>Ripple Effect:</i> Time Management 10am Workplace Management 11:30am</p>	<p><b>28</b></p> <p><i>Ripple Effect:</i> Responsibility 10am Communication 11:30am Teamwork 1pm Computer Literacy 2-4pm</p>	

West Michigan Works! in Muskegon County is located at: 316 Morris Avenue, Suite 100, Muskegon, MI 49440



# 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

**JOB SEARCH TECHNIQUES:** Whether you're looking for your first job, or it's been a few years since you last looked for employment, this is the workshop for you! Find out what employers want to see on a resume, get tips on the best way to showcase your skills and experience and learn techniques on how to properly apply for a position in today's job market.

**INTRODUCTION TO INTERVIEWING (30 min):** 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.

**COVER LETTER WRITING (30 min):** Cover letters are an important part of the job search. Learn why you need one, who to address it to and what to include. Compliment your resume with a cover letter and enhance your chances of landing a job!

**COMPUTER LITERACY (2 hours):**  
Intimidated by computers? Unfamiliar with how to use email or the internet? If you are a beginner when it comes to using a computer, this two-hour open lab covers basic computer needs. We utilize [GCFLearnFree.org](http://GCFLearnFree.org) to assist in this self directed workshop.

**CAREER EXPLORATION (2 hours):** Learn how to explore Interests, labor market information and training providers to assist you in choosing the right career for you!

**RESUME MAKEOVER (2 hours):** Take your resume to the next level! This two-hour open lab is designed for individuals interested in improving their existing resume. Staff will be on-hand to offer tips and suggestions make your resume stand out. \*Individuals must have an existing resume to attend this class. It is highly recommended to have your resume in a digital format (mitalent, flash drive, email) for access during the workshop.

### **RIPPLE EFFECT - MUST REGISTER IN ADVANCE:**

Based on an individualized assessment, you will focus on building skills employers want like Time Management, Communication, Teamwork and more. If you are a first-time job seeker, looking for a career change, have been out of the workforce or want to grow personally and professionally, come see how applying these skills has a ripple effect on your success. **Interested? Please email Robin at [redge@westmiworks.org](mailto:redge@westmiworks.org) to register.**

**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.**

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