



* Please register online at jobs.westmiworks.org/calendar
 **Please call the number on the back to register

KENT COUNTY- FRANKLIN APRIL 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
Friend of the Court Q&A 8:30am-3:30pm *Financial Checkup 101 11:30am **Ripple Effect: <i>Communication</i> 1:30-3pm	*Resume Makeover 9-11am **MRS Orientation @Westside Service Center 11am-12:30pm **Ripple Effect: <i>Responsibility</i> 1:30pm	**Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am **MSU Money Management (1 of 3) 1-3pm **Ripple Effect: <i>Teamwork</i> 1:30-3pm	**Ripple Effect: <i>Adaptability</i> 9am *Career Exploration 2-4pm	**Ripple Effect: <i>Time Management</i> 9am <i>Workplace Management</i> 10am **MSU Money Management (2 of 3) 1-3pm *Cover Letter Writing 1:30pm
8	9	10	11	12
*Financial Checkup 101 11:30am **Ripple Effect: <i>Communication</i> 1:30-3pm	*Resume Makeover 9-11am **MRS Orientation @Westside Service Center 11am-12:30pm **Ripple Effect: <i>Responsibility</i> 1:30pm	**Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am **MSU Money Management (3 of 3) 1-3pm **Ripple Effect: <i>Teamwork</i> 1:30-3pm	**Ripple Effect: <i>Decisiveness</i> 9am *Job Search Solutions 1-3pm	**Ripple Effect: <i>Time Management</i> 9am <i>Workplace Management</i> 10am *Computer Literacy 12:30-2:30pm
15	16	17	18	19
*Financial Checkup 101 11:30am **Ripple Effect: <i>Communication</i> 1:30-3pm	*Resume Makeover 9-11am **MRS Orientation @Westside Service Center 11am-12:30pm **Ripple Effect: <i>Responsibility</i> 1:30pm	**Basic Literacy 9am-12pm **Ripple Effect: <i>Teamwork</i> 1:30-3pm	**Ripple Effect: <i>Innovation</i> 9am VETERAN'S NETWORKING CLUB @Westside Service Center 10-11:30am *Career Exploration 2-4pm	**Ripple Effect: <i>Time Management</i> 9am <i>Workplace Management</i> 10am *Cover Letter Writing 1:30pm
22	23	24	25	26
*Financial Checkup 101 11:30am **Ripple Effect: <i>Communication</i> 1:30-3pm	*Resume Makeover 9-11am **MRS Orientation @Westside Service Center 11am-12:30pm **Ripple Effect: <i>Responsibility</i> 1:30pm	**Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am **Ripple Effect: <i>Teamwork</i> 1:30-3pm	**Ripple Effect: <i>Reasoning</i> 9am *Job Search Solutions 1-3pm	**Ripple Effect: <i>Time Management</i> 9am <i>Workplace Management</i> 10am *Computer Literacy 12:30-2:30pm
29	30	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 Kent County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration"		
*Financial Checkup 101 11:30am **Ripple Effect: <i>Communication</i> 1:30-3pm	*Resume Makeover 9-11am **MRS Orientation @Westside Service Center 11am-12:30pm **Ripple Effect: <i>Responsibility</i> 1:30pm	westmiworks.org		

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



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

***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.

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.

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.

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.

EMPLOYABILITY SKILLS

****RIPPLE EFFECT (1-1.5 hours each):** 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 are just looking to grow personally and professionally, see how applying these skills has a ripple effect on your success. **Interested? Email Clementina at cingram@westmiworks.org to register.**

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.

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.

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.

****MSU Money Management (2 hours): Call Beth at 616-336-3525 to register**

In this three-part series you will learn how to:

Make sound financial decisions | Create a spending plan and save more

Create financial goals | Pay down debt and use credit wisely

You must be able to attend all three dates (4/3, 4/5 & 4/10) to participate.

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. Supported by the State of Michigan.



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<p>1</p> <p>*Ripple Effect: Time Management 10am-12pm</p> <p>**Financial Checkup 101 @ Franklin Service Center 11:30am-12:30pm</p>	<p>2</p> <p>**MRS Orientation 11am-12:30pm</p> <p>*Career Exploration 1-3pm</p>	<p>3</p> <p>**Basic Literacy @ Franklin Service Center 9am-12pm</p> <p>*Ripple Effect: Communication 10am-12pm Job Search Techniques 1pm</p>	<p>4</p> <p>*Ripple Effect: Teamwork 10am-12pm</p> <p>*Introduction to Interviewing 2-3:30pm</p>	<p>5</p> <p>*Ripple Effect: Responsibility & Workplace Management 10am-12pm</p>
<p>8</p> <p>*Resume Makeover 10am-12pm *Cover Letter Writing 12pm</p> <p>**Financial Checkup 101 @ Franklin Service Center 11:30am-12:30pm</p>	<p>9</p> <p>**MRS Orientation 11am-12:30pm</p>	<p>10</p> <p>**Basic Literacy @ Franklin Service Center 9am-12pm</p> <p>*Ripple Effect: Adaptability & Reasoning 10am-12pm</p>	<p>11</p> <p>Friend of the Court: Q&A Day 9am-12pm</p> <p>*Ripple Effect: Decisiveness & Innovation 10am-12pm</p> <p>*Job Search Solutions @ Franklin Service Center 1-3pm</p>	<p>12</p> <p>Computer Literacy 2-4pm</p>
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