



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.

OTTAWA COUNTY
APRIL 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3 Job Search Techniques 1pm Resume Makeover & Lab 2-4pm	4 Cover Letter Writing 9am Introduction to Interviewing 10:30am-12pm Career Exploration 1-3pm Computer Literacy 3-4:30pm	5
8 <i>*Ripple Effect</i> Responsibility 10:30am-12pm	9 <i>*Ripple Effect</i> Time Management 9am Teamwork 10:30am-12pm	10	11	12
15	16 Career Exploration 9-11am	17 Job Search Techniques 9am Resume Makeover & Lab 10am-12pm	18 Cover Letter Writing 9am Introduction to Interviewing 10:30am-12pm Career Exploration 1-3pm Computer Literacy 3-4:30pm	19
22 <i>*Ripple Effect</i> Responsibility 10:30am-12pm	23 <i>*Ripple Effect</i> Time Management 9-10:30am Teamwork 10:30am-12pm	24 <i>*Ripple Effect</i> Communication 9-10:30am Workplace Management 10:30am-12pm	25 <i>*Ripple Effect</i> Decisiveness 9-10:30am Adaptability 10:30am-12pm Career Exploration 1-3pm	26 <i>*Ripple Effect</i> Reasoning 9-10:30am Innovation 10:30am-12pm
29	30	westmiworks.org	<p>HOW TO REGISTER ONLINE AT WWW.WESTMIWORKS.ORG</p> <ol style="list-style-type: none"> 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 Ottawa County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration" 	

West Michigan Works! in **Ottawa County** is located at: 121 Clover St, Holland, MI 49423



OTTAWA COUNTY

WORKSHOP DETAILS

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

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

SERVICES ORIENTATION: You may be eligible for free, individualized Career Coaching from West Michigan Works! Learn more about services available to you by attending a Service Orientation Session. Sessions are available anytime on a walk-in basis during our normal business hours.

RESUME MAKEOVER & LAB (2 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, and use the lab time to create, update and/or revamp your resume based on what you've learned.

COVER LETTER WRITING: 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): Remember, a good resume gets you the interview, but a successful interview gets you the job! This workshop covers preparation, tips on appearance, non-verbal communication, answering difficult questions, follow-up and more.

CAREER EXPLORATION (2 hours): This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

JOB SEARCH TECHNIQUES: This workshop covers the basics of job search while incorporating tips on standing out in a competitive workforce. You will acquire a toolkit of resources to assist you in your job search.

COMPUTER LITERACY (1.5 hours): Intimidated by computers? Unfamiliar with how to use email or the internet? This lab covers basic computing needs to make your computer time more productive and enjoyable. Includes Digital Literacy testing.

RIPPLE EFFECT (5 Modules, 1.5 hours):
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.

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

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

West Michigan Works! in **Ottawa County** is located at: 121 Clover St, Holland, MI 49423

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.