



Please register online at jobs.westmiworks.org/calendar

ALLEGAN COUNTY
MAY 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 Allegan 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	2 Intro to Resume & Resume Makeover 9am-12pm	3
6	7 Career Exploration 9-11am Job Search Techniques 11am	8	9 Intro to Resume & Resume Makeover 9am-12pm	10
13	14 <i>WORKReady:</i> Time & Workplace Management 9-10:30am Communication 10:30am-12pm	15	16 Intro to Resume & Resume Makeover 9am-12pm	17
20	21 Job Search Techniques 9-10:30am Introduction to Interviewing 11am	22	23 Intro to Resume & Resume Makeover 9am-12pm	24
27 OFFICE CLOSED	28 <i>WORKReady:</i> Time & Workplace Management 9-10:30am Communication 10:30am-12pm	29	30 Intro to Resume & Resume Makeover 9am-12pm	31 <i>westmiworks.org</i>

West Michigan Works! in **Allegan County** is located at: 3255 122nd Ave, Suite 101, Allegan, MI 49010



WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.

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

Please arrive 20 minutes early to complete your profile if you don't already have one.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

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***INTRODUCTION TO RESUMES & RESUME MAKEOVER (3 hours):**

Discover current trends in resume writing. In this workshop you will learn tips, tricks, and techniques to make your resume stand out to employers. 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. ***Please bring your current resume and cover letter if you have one.**

***INTRODUCTION TO INTERVIEWING (1 hour):**

Update yourself with tips for successful interviewing in today's world. Learn all the steps in the process of interviewing, tips on how to prepare yourself, and how to make a positive first impression.

***CAREER EXPLORATION (2 hours):**

Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers.

***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!

***EMPLOYABILITY SKILLS - WORKREADY! (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.

COMPUTER LITERACY: Intimidated by computers? Unfamiliar with how to use email or the internet? This open lab covers basic computing needs to make your computer time more productive and enjoyable. **Walk-ins welcome!**

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