



\* Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)  
 \*\*Please call the number on the back to register

KENT COUNTY- FRANKLIN  
**MAY 2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>HOW TO REGISTER ONLINE AT WWW.WESTMIWORKS.ORG</b> 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"		<b>1</b> **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am <b>*Temporary Employment 11am</b> <b>@Westside Service Center</b> <b>**WORKReady:</b> <i>Teamwork</i> 1:30-3pm	<b>2</b> <b>**WORKReady:</b> <i>Adaptability</i> 9am *Career Exploration 2-4pm	<b>3</b> <b>**WORKReady:</b> <i>Time Management</i> 9am <i>Workplace Management</i> 10am *Cover Letter Writing 1:30pm
<b>6</b> Friend of the Court Q&A 8:30am-3:30pm *Financial Checkup 101 11:30am <b>**WORKReady:</b> <i>Communication</i> 1:30-3pm	<b>7</b> *Resume Makeover 9-11am <b>**MRS Orientation</b> <b>@Westside Service Center</b> <b>11am-12:30pm</b> <b>**WORKReady:</b> <i>Responsibility</i> 1:30pm	<b>8</b> **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am <b>**WORKReady:</b> <i>Teamwork</i> 1:30-3pm	<b>9</b> <b>**WORKReady:</b> <i>Decisiveness</i> 9am *Job Search Solutions 1-3pm	<b>10</b> <b>**WORKReady:</b> <i>Time Management</i> 9am <i>Workplace Management</i> 10am *Computer Literacy 12:30-2:30pm
<b>13</b> *Financial Checkup 101 11:30am <b>**WORKReady:</b> <i>Communication</i> 1:30-3pm	<b>14</b> *Resume Makeover 9-11am <b>**MRS Orientation</b> <b>@Westside Service Center</b> <b>11am-12:30pm</b> <b>**WORKReady:</b> <i>Responsibility</i> 1:30pm	<b>15</b> **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am <b>**WORKReady:</b> <i>Teamwork</i> 1:30-3pm	<b>16</b> <b>**WORKReady:</b> <i>Innovation</i> 9am <b>VETERAN'S NETWORKING CLUB</b> <b>@Westside Service Center</b> <b>10-11:30am</b> *Career Exploration 2-4pm	<b>17</b> <b>**WORKReady:</b> <i>Time Management</i> 9am <i>Workplace Management</i> 10am *Cover Letter Writing 1:30pm
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<b>27</b> <b>OFFICE CLOSED</b>	<b>28</b> <b>**MRS Orientation</b> <b>@Westside Service Center</b> <b>11am-12:30pm</b> <b>**WORKReady:</b> <i>Responsibility</i> 1:30pm	<b>29</b> **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am <b>**WORKReady:</b> <i>Teamwork</i> 1:30-3pm	<b>30</b> <b>**WORKReady:</b> <i>Adaptability</i> 9am *Career Exploration 2-4pm	<b>31</b> <b>**WORKReady:</b> <i>Time Management</i> 9am <i>Workplace Management</i> 10am *Cover Letter Writing 1:30pm <i>westmiworks.org</i>

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](http://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

**\*\*WORKReady (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](mailto: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.

**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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