



MUSKEGON COUNTY
MAY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		WORKReady: Time Management 9am Workplace Management 10am 1	2 Introduction to Interviewing 10-10:30am Cover Letter Writing 10:30-11am Resume Makeover 2-4pm	3 Computer Literacy 12-2pm WORKReady: Teamwork 2-4pm
WORKReady: Responsibility 10am Innovation 11am Resume Makeover 10am-12pm Job Search Techniques 1:30pm Computer Literacy 2-4pm 6	Career Exploration 12-2pm 7	8 Introduction to Interviewing 10-10:30am Cover Letter Writing 10:30-11am	9	WORKReady: Decisiveness 9am Reasoning 10am 10
WORKReady: Communication 10:30am-12pm Adaptability 12pm Career Exploration 10am-12pm Job Search Techniques 1:30pm Resume Makeover 2-4pm 13	14 Introduction to Interviewing 1-1:30pm Cover Letter Writing 1:30-2pm	WORKReady: Time Management 9am Workplace Management 10am 15	WORKReady: Teamwork 10am-12pm 16	Computer Literacy 10am-12pm 17
WORKReady: Responsibility 10am Innovation 11am Job Search Techniques 1:30pm 20	Computer Literacy 1-3pm 21	Resume Makeover 10am-12pm 22	23 Introduction to Interviewing 10-10:30am Cover Letter Writing 10:30-11am Career Exploration 2-4pm	WORKReady: Decisiveness 9am Reasoning 10am 24
OFFICE CLOSED 27	28	WORKReady: Time Management 9am Workplace Management 10am Career Exploration 10am-12pm 29	WORKReady: Teamwork 10am-12pm Introduction to Interviewing 9-9:30am Cover Letter Writing 9:30-10am Computer Literacy 10am-12pm 30	WORKReady: Communication 10:30am-12pm Adaptability 12pm Job Search Techniques 1:30pm Resume Makeover 2-4pm 31

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. Complement 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 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.

WORKREADY- 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 to register.**

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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