



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.

MONTCALM 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 Montcalm 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 WORKReady: <i>Communication</i> 10-11:30am Cover Letter Writing 1-2:30pm	2 WORKReady: <i>Teamwork/Responsibility</i> 10am-12pm Career Exploration 1-3pm	
6 WORKReady: <i>Decisiveness/Reasoning</i> 10-11:30am Resume Makeover 1-2:30pm	7	8 WORKReady: <i>Time & Workplace Management</i> 10-11:30am Computer Literacy 1-3pm	9 Resume Makeover 10-11:30am Introduction to Interviewing 1-2:30pm	10 Resume Lab 10-11:30am
13 WORKReady: <i>Adaptability/Innovation</i> 10am-12pm Resume Makeover 1-2:30pm	14	15 WORKReady: <i>Communication</i> 10-11:30am	16 WORKReady: <i>Teamwork/Responsibility</i> 10am-12pm Career Exploration 1-3pm	17
20 WORKReady: <i>Decisiveness/Reasoning</i> 10-11:30am Resume Makeover 1-2:30pm	21	22 WORKReady: <i>Time & Workplace Management</i> 10-11:30am Computer Literacy 1-3pm	23 Resume Makeover 10-11:30am Job Search Techniques 1-2:30pm	24
27 OFFICE CLOSED	28	29	30 WORKReady: <i>Communication</i> 10-11:30am Job Search Techniques 1-2:30pm	31 Resume Lab 1-2:30pm <i>westmiworks.org</i>

West Michigan Works! in Montcalm County is located at: 114 S Greenville West Dr, Greenville, MI 48838



WORKSHOP DETAILS

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

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

RESUME MAKEOVER (1.5 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.

RESUME LAB* (1.5 hours): Put the resources you received in Resume Makeover to good use to create, update and/or revamp your resume!
NOTE: Completing the Resume Makeover workshop is highly encouraged before attending Resume Lab.

COVER LETTER WRITING (1.5 hours): 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): 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.

COMPUTER LITERACY (2 hours): Intimidated by computers? Unfamiliar with how to use email or the internet? This 2-hour open lab covers basic computing needs to make your computer time more productive and enjoyable.

CAREER EXPLORATION (2 hours): Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers. Career Exploration is a self-assessment tool used to match personal interests with related careers. See if your career of interest is a high demand career, projected growth and what wages to expect.

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!

WORKReady (5 Modules, 1.5-2 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.

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

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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. TTY 711 supported.