



Register in advance: [jobs.westmiworks.org/calendar](http://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  
**JUNE 2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b> <i>WORKReady:</i> Teamwork/Responsibility 10am-12pm Resume Makeover 1-2:30pm	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>10</b>	<b>11</b>	<b>12</b> <i>WORKReady:</i> Decisiveness/Reasoning 10-11:30am Computer Literacy 1-3pm	<b>13</b> <i>WORKReady:</i> Time & Workplace Management 10-11:30am Career Exploration 1-3pm	<b>14</b>
<b>17</b> <i>WORKReady:</i> Adaptability/Innovation 10am-12pm Resume Makeover 1-2:30pm	<b>18</b>	<b>19</b> <i>WORKReady:</i> Communication 10-11:30am Cover Letter Writing 1-2:30pm	<b>20</b>	<b>21</b>
<b>24</b> <i>WORKReady:</i> Decisiveness/Reasoning 10-11:30am Resume Makeover 1-2:30pm	<b>25</b>	<b>26</b> <i>WORKReady:</i> Time & Workplace Management 10-11:30am Computer Literacy 1-3pm	<b>27</b> <i>WORKReady:</i> Adaptability/Innovation 10am-12pm	<b>28</b>
		<a href="http://westmiworks.org">westmiworks.org</a>	<p><b>HOW TO REGISTER ONLINE AT <a href="http://WWW.WESTMIWORKS.ORG">WWW.WESTMIWORKS.ORG</a></b></p> <ol style="list-style-type: none"> <li>1. Click on "GO" in the Job Seekers box on the right side of the page</li> <li>2. Click on "Calendar" in the upper, right corner</li> <li>3. Click on Montcalm County</li> <li>4. Find the workshop you want on the calendar and click on it</li> <li>5. Fill in the information and click "Submit Your Registration"</li> </ol>	

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.

**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!

### **\*EMPLOYABILITY SKILLS - WORKReady!:**

In this employability skills series, you will focus on building the skills employers are looking for, 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, completing this series can help you stand out from the crowd to employers.

**A Pure Michigan Talent Connect profile must be completed before attending workshops: [mitalent.org](http://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.