



# MUSKEGON COUNTY JUNE 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WORKReady: 3</b> <i>Time Management</i> 9am <i>Workplace Management</i> 10am <i>Teamwork</i> 1:30pm	<b>4</b> Career Exploration 2-4pm	<b>5</b> Resume Makeover 10am-12pm	<b>6</b> Job Search Techniques 9am Introduction to Interviewing 10am Cover Letter Writing 11am Computer Literacy 2-4pm	<b>WORKReady: 7</b> <i>Communication</i> 10am <i>Responsibility</i> 11am
<b>WORKReady: 10</b> <i>Time Management</i> 10am <i>Workplace Management</i> 11am <i>Teamwork</i> 12pm	<b>11</b>	<b>WORKReady: 12</b> <i>Communication</i> 1:30pm <i>Responsibility</i> 2:30pm	<b>13</b> Career Exploration 10am-12pm Resume Makeover 1-3pm	<b>14</b> Computer Literacy 9-11am Job Search Techniques 1pm Introduction to Interviewing 2-2:30pm Cover Letter Writing 2:30-3pm
<b>WORKReady: 17</b> <i>Time Management</i> 9am <i>Workplace Management</i> 10am <i>Teamwork</i> 1:30pm	<b>18</b> Career Exploration 2-4pm	<b>19</b> Introduction to Interviewing 9-9:30am Cover Letter Writing 9:30-10am Job Search Techniques 10am	<b>20</b> Resume Makeover 10am-12pm Computer Literacy 2-4pm	<b>WORKReady: 21</b> <i>Communication</i> 2pm <i>Responsibility</i> 3pm
<b>WORKReady: 24</b> <i>Time Management</i> 10am <i>Workplace Management</i> 11am <i>Teamwork</i> 12pm <i>Communication</i> 1:30pm <i>Responsibility</i> 2:30pm	<b>25</b> Career Exploration 2-4pm	<b>26</b> Resume Makeover 9-11am	<b>27</b> Computer Literacy 9-11am <b>WORKReady:</b> <i>Adaptability</i> 1pm <i>Innovation</i> 2pm	<b>WORKReady: 28</b> <i>Decisiveness</i> 10-10:30am <i>Reasoning</i> 10:30-11am Job Search Techniques 1pm Introduction to Interviewing 2-2:30pm Cover Letter Writing 2:30-3pm

West Michigan Works! in Muskegon County is located at: 316 Morris Avenue, Suite 100, Muskegon, MI 49440



MUSKEGON COUNTY

# 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:** 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:** Cover letters are an important part of the job search. Learn why you need one, who to address it to and what to include. Compliment 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](http://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.

**\*EMPLOYABILITY SKILLS - WORKReady!: Email Robin at [redge@westmiworks.org](mailto:redge@westmiworks.org) to register.**

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)**

**Please arrive 10 minutes early to complete your profile if you don't already have one.**

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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. West Michigan Works! is supported by state and federal funds; more details at [westmiworks.org/about/](http://westmiworks.org/about/).