



SEPTEMBER 2019

Please register online at jobs.westmiworks.org/calendar
 **By appointment only: Contact Deb at 269-686-5079 x4151 or dmariuz@westmiworks.org

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 OFFICE CLOSED	3 Introduction to Resumes & Resume Makeover 1:30-4:30pm	4 <i>WorkReady:</i> Time & Workplace Management 1:30-3pm **Mock Interviews: by appointment only	5	6 <i>WorkReady:</i> Communication 1:30-3pm
9	10 Career Exploration 1:30-3:30pm	11 Job Search Techniques 9am Introduction to Interviewing 10am Taking Back Your Finances 1-2:30pm **Mock Interviews: by appointment only	12	13 <i>WorkReady:</i> Reasoning & Decisiveness 1:30-3pm
16	17 Introduction to Resumes & Resume Makeover 1:30-4:30pm	18 **Mock Interviews: by appointment only	19	20 <i>WorkReady:</i> Responsibility & Teamwork 1:30-3pm
23	24 Introduction to Resumes & Resume Makeover 1:30-4:30pm	25 **Mock Interviews: by appointment only	26	27
30		<i>westmiworks.org</i>	<p>HOW TO REGISTER ONLINE AT WWW.WESTMIWORKS.ORG</p> <ol style="list-style-type: none"> 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 Barry County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration" 	



WORKSHOP DETAILS

Employment training workshops are offered at West Michigan Works! Service Centers. 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

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***INTRODUCTION TO RESUMES & RESUME MAKEOVER (3 hours):**

Discover current trends in resume writing. In this workshop you will learn tips, tricks, and techniques to make your resume stand out to employers. 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. **Please bring your current resume and cover letter if you have one.**

***INTRODUCTION TO INTERVIEWING (1 hour):** This workshop provides interview techniques including preparation, follow-up and how to answer difficult questions. You will also get tips on appearance, non-verbal communication skills and more to help you ace your next interview.

***CAREER EXPLORATION (2 hours):**

Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers.

***EMPLOYABILITY SKILLS - WorkReady: To find out which classes are best for you, please take the [online pre-assessment](#) prior to registering.** In this employability skills series, you will focus on building the skills employers are looking for, like time management, communication, teamwork and more. This workshop series can help you stand out from the crowd to employers.

***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!

****MOCK INTERVIEWS: **By appointment only- Contact Deb at 269-686-5079 x4151 or dmariuz@westmiworks.org**

Need to brush up on your interviews skills. Sign up for a mock interview! Our staff will conduct a practice interview with you and provide you with verbal and written feedback that you can use to improve your interview skills and land the job. Be sure to bring a copy of your resume with you and come dressed appropriately.

COMPUTER LITERACY: Intimidated by computers? Unfamiliar with how to use email or the internet? This open lab covers basic computing needs to make your computer time more productive and enjoyable. **Walk-ins welcome!**

TAKING BACK YOUR FINANCES (2 hours): 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. Topics in the series include: budgeting, payday advances, credit scores, credit repair and credit cards.

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

Please arrive 20 minutes early to complete your profile if you don't already have one.

West Michigan Works! in **Barry County** is located at: 136 E State St, Suite A, Hastings, MI 49058