



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.

IONIA COUNTY

SEPTEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 OFFICE CLOSED	3 Computer Literacy 9-11am WorkReady: Decisiveness & Reasoning 10-11:30am Resume Makeover 1-2:30pm	4	5	6 WorkReady: Teamwork & Responsibility 10am-12pm Introduction to Interviewing 1-2:30pm
9	10 WorkReady: Time & Workplace Management 10-11:30am Job Search Techniques 1-2:30pm Computer Literacy 1-3pm	11	12	13 WorkReady: Adaptability & Innovation 10am-12pm Resume Makeover 1-2:30pm
16	17 Computer Literacy 9-11am WorkReady: Communication 10-11:30am Resume Makeover 1-2:30pm	18	19	20 WorkReady: Decisiveness & Reasoning 10-11:30am Career Exploration 1-2:30pm
23	24 Computer Literacy 1-3pm	25	26	27
30		westmiworks.org	<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 Ionia County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration" 	

West Michigan Works! in Ionia County is located at: 301 W Main Street, Ionia, MI 48846



IONIA COUNTY

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

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.

RESUME MAKEOVER (1.5 hours): Learn the content and proper format of a resume. Attendees will leave having all the necessary information needed for creating a professional resume. *Participants should have at least a basic resume saved in digital format (mitalent, flash drive, email) when they attend.

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.

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: 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.

A Pure Michigan Talent Connect profile must be completed before attending workshops: www.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. Supported by the State of Michigan.