



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
SEPTEMBER 2019

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

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:** 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: 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.