



MUSKEGON COUNTY
SEPTEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 OFFICE CLOSED	3 Career Exploration 10am-12pm Job Search Techniques 2pm Introduction to Interviewing 3-3:30pm Cover Letter Writing 3:30-4pm	4 Computer Literacy 1-3pm	5 <i>WorkReady:</i> Time Management 10am Workplace Management 11am Teamwork 1pm Communication 2pm Responsibility 3pm	6 Resume Makeover 10am-12pm
9 Job Search Techniques 10am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm	10	11 Computer Literacy 10am-12pm <i>WorkReady:</i> Time Management 2pm Workplace Management 3-3:30pm Teamwork 3:30pm	12 Resume Makeover 8:30-10:30am Career Exploration 10:30am-12pm <i>WorkReady:</i> Communication 1pm Responsibility 2pm	13
16	17 Job Search Techniques 2pm Introduction to Interviewing 3-3:30pm Cover Letter Writing 3:30-4pm	18 Career Exploration 10am-12pm	19 Computer Literacy 10am-12pm	20 <i>WorkReady:</i> Decisiveness 9-9:30am Reasoning 9:30am Resume Makeover 10am-12pm
<i>WorkReady:</i> Adaptability 10-10:30am Innovation 10:30-11am 23	24	25	26	27
30 Job Search Techniques 10am Introduction to Interviewing 11am Cover Letter Writing 12pm				<i>westmiworks.org</i>

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 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:** 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

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/.