



Register in advance: [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)  
 Please arrive 10 minutes early to create a profile on Pure Michigan Talent  
 Connect if you haven't already.

OTTAWA COUNTY  
**SEPTEMBER 2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b>  OFFICE CLOSED	<b>3</b>  <i>WorkReady:</i> <i>Responsibility</i> 10:30am-12pm	<b>4</b>  Job Search Techniques 9am Resume Makeover & Lab 10am-12pm  <i>WorkReady:</i> <i>Time Management</i> 1-2:30pm	<b>5</b>  Cover Letter Writing 9-10:30am Introduction to Interviewing 10:30am-12pm Career Exploration 1-3pm Computer Literacy 3-4:30pm	<b>6</b>  <i>WorkReady:</i> <i>Communication</i> 1-3pm
<b>9</b>	<b>10</b>  Career Exploration 9-11am	<b>11</b>  Job Search Techniques 9am Resume Makeover & Lab 10am-12pm  <i>WorkReady:</i> <i>Teamwork</i> 2-3:30pm	<b>12</b>  Cover Letter Writing 9-10:30am Introduction to Interviewing 10:30am-12pm Career Exploration 1-3pm Computer Literacy 3-4:30pm	<b>13</b>  <i>WorkReady:</i> <i>Workplace Management</i> 1-2:30pm
<b>16</b>  <i>WorkReady:</i> <i>Responsibility</i> 10:30am-12pm	<b>17</b>  Career Exploration 9-11am  <i>WorkReady:</i> <i>Time Management</i> 9am <i>Teamwork</i> 2-3:30pm	<b>18</b>  Job Search Techniques 9am Resume Makeover & Lab 10am-12pm  <i>WorkReady:</i> <i>Workplace Management</i> 1-2:30pm <i>Communication</i> 2:30-4pm	<b>19</b>  Cover Letter Writing 9-10:30am Introduction to Interviewing 10:30am-12pm Career Exploration 1-3pm	<b>20</b>  <i>WorkReady:</i> <i>Reasoning</i> 9-10:30am <i>Decisiveness</i> 10:30am-12pm
<b>23</b>  Job Search Techniques 9am Resume Makeover & Lab 10am-12pm  <i>WorkReady:</i> <i>Adaptability</i> 1-2:30pm	<b>24</b>  Career Exploration 9-11am Cover Letter Writing 11am Introduction to Interviewing 1-2:30pm  <i>WorkReady:</i> <i>Innovation</i> 2:30-4pm	<b>25</b>	<b>26</b>	<b>27</b>
<b>30</b>  MSU Extension: Nutrition 2:30-4pm		<a href="http://westmiworks.org">westmiworks.org</a>	<p><b>HOW TO REGISTER ONLINE AT <a href="http://WWW.WESTMIWORKS.ORG">WWW.WESTMIWORKS.ORG</a></b></p> <ol style="list-style-type: none"> <li>1. Click on "GO" in the Job Seekers box on the right side of the page</li> <li>2. Click on "Calendar" in the upper, right corner</li> <li>3. Click on Ottawa County</li> <li>4. Find the workshop you want on the calendar and click on it</li> <li>5. Fill in the information and click "Submit Your Registration"</li> </ol>	

West Michigan Works! in **Ottawa County** is located at: 121 Clover St, Holland, MI 49423



OTTAWA COUNTY

# WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.  
All workshops are one hour unless otherwise noted.

## WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

**RESUME MAKEOVER & LAB (2 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, and use the lab time to create, update and/or revamp your resume based on what you've learned.

**COVER LETTER WRITING:** 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):** Remember, a good resume gets you the interview, but a successful interview gets you the job! This workshop covers preparation, tips on appearance, non-verbal communication, answering difficult questions, follow-up and more.

**\*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.

**SERVICES ORIENTATION:** You may be eligible for free, individualized Career Coaching from West Michigan Works! Learn more about services available to you by attending a Service Orientation Session. Sessions are available anytime on a walk-in basis during our normal business hours.

**CAREER EXPLORATION (2 hours):** This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

**JOB SEARCH TECHNIQUES:** This workshop covers the basics of job search while incorporating tips on standing out in a competitive workforce. You will acquire a toolkit of resources to assist you in your job search.

**COMPUTER LITERACY (1.5 hours):** Intimidated by computers? Unfamiliar with how to use email or the internet? This lab covers basic computing needs to make your computer time more productive and enjoyable. Includes Digital Literacy testing.

**MSU EXTENSION: NUTRITION - HEALTHY EATING ON A BUDGET (1.5 hours):** Learn how to eat healthy while staying on a budget. This workshop includes My Plate nutrition tips and ends with a taste test.

**A Pure Michigan Talent Connect profile must be completed on [mitalent.org](http://mitalent.org) before attending workshops.  
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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/).