



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

OCTOBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 <i>WorkReady:</i> Teamwork & Responsibility 10am-12pm Resume Makeover 1-2:30pm Computer Literacy 1-3pm	2	3	4 <i>WorkReady:</i> Time & Workplace Management 10-11:30am Career Exploration 1-3pm
7	8 Computer Literacy 9-11am <i>WorkReady:</i> Adaptability & Innovation 10am-12pm Job Search Techniques 1-2:30pm	9	10	11 <i>WorkReady:</i> Communication 10-11:30am Introduction to Interviewing 1-2:30pm
14	15 Computer Literacy 9-11am <i>WorkReady:</i> Decisiveness & Reasoning 10-11:30am Computer Literacy 1-3pm	16	17	18 <i>WorkReady:</i> Teamwork & Responsibility 10am-12pm Resume Makeover 1-2:30pm
21	22 Computer Literacy 9-11am <i>WorkReady:</i> Time & Workplace Management 10-11:30am Resume Makeover 1-2:30pm	23	24	25 OFFICE CLOSED
28	29	30	31	HOW TO REGISTER AT WESTMIWORKS.ORG 1. Click "GO" in the Job Seekers box 2. Click "Calendar" in the upper, right corner 3. Click "Ionia County" 4. Click on the workshop you want 5. Fill in the form and click "Submit Your Registration"



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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.

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

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.