



# MUSKEGON COUNTY OCTOBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		Career Exploration 10am Computer Literacy 1-3pm	<i>WorkReady:</i> Time Management 10-10:30am Workplace Management 10:30-11am Teamwork 11am	<i>WorkReady:</i> Communication 10am Responsibility 11am Resume Makeover 2-4pm
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<i>WorkReady:</i> Time Management 10am Workplace Management 11am Teamwork 1-2:30pm	Job Search Techniques 3pm Introduction to Interviewing 4-4:30pm Cover Letter Writing 4:30-5pm	Computer Literacy 10am-12pm Career Exploration 1-3pm	<i>WorkReady:</i> Communication 10am Responsibility 11-11:30am Adaptability 12pm Innovation 2pm	Resume Makeover 10am-12pm <i>WorkReady:</i> Decisiveness 1-1:30pm Reasoning 1:30-2pm
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
Job Search Techniques 10am Cover Letter Writing 11am Introduction to Interviewing 12pm <i>WorkReady:</i> Time Management 1:30-2pm Workplace Management 2-2:30pm	Career Exploration 1-3pm	Computer Literacy 10am-12pm	<i>WorkReady:</i> Communication 10am Responsibility 11am Teamwork 12pm	Resume Makeover 10am-12pm
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<i>WorkReady:</i> Time Management 10am Workplace Management 11am Teamwork 1-2:30pm	Job Search Techniques 1pm Introduction to Interviewing 2-2:30pm Cover Letter Writing 2:30-3pm	Computer Literacy 10am-12pm Career Exploration 1-3pm	<i>WorkReady:</i> Communication 10am Responsibility 11-11:30am Resume Makeover 1-3pm	<b>OFFICE CLOSED</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	
Job Search Techniques 10am Cover Letter Writing 11am Introduction to Interviewing 12pm		<i>WorkReady:</i> Communication 10am Responsibility 11am Career Exploration 1-3pm	Computer Literacy 10am-12pm	

westmiworks.org

West Michigan Works! in Muskegon County is located at: 316 Morris Avenue, Suite 100, Muskegon, MI 49440



# 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. Complement 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](http://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](http://mitalent.org)**

**Please arrive 10 minutes early to complete your profile if you don't already have one.**

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