



Please register online at [jobs.westmiworks.org/calendar](https://jobs.westmiworks.org/calendar)

# ALLEGAN COUNTY MARCH 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b>	<b>3</b> Career Exploration 9-11am <i>WorkReady:</i> Reasoning & Decisiveness 1-2:30pm	<b>4</b>	<b>5</b> Introduction to Resumes & Resume Makeover 9am-12pm	<b>6</b>
<b>9</b>	<b>10</b> <i>WorkReady:</i> Responsibility & Teamwork 9-10:30am Communication 1-3pm	<b>11</b>	<b>12</b> Introduction to Resumes & Resume Makeover 9am-12pm	<b>13</b>
<b>16</b>	<b>17</b> Job Search Techniques 9am Introduction to Interviewing 10am <i>WorkReady:</i> Adaptability & Innovation 1-3pm 1-2:30pm	<b>18</b>	<b>19</b> Introduction to Resumes & Resume Makeover 9am-12pm	<b>20</b>
<b>23</b>	<b>24</b> <i>WorkReady:</i> Time & Workplace Management 9-11am	<b>25</b>	<b>26</b> Introduction to Resumes & Resume Makeover 9am-12pm	<b>27</b>
<b>30</b>	<b>31</b> Job Search Techniques 9am Introduction to Interviewing 10am <i>WorkReady:</i> Reasoning & Decisiveness 1-2:30pm	 <i>westmiworks.org</i>	<b>HOW TO REGISTER AT WESTMIWORKS.ORG</b> 1. Click "GO" in the Job Seekers box 2. Click "Calendar" in the upper, right corner 3. Click "Allegan County" 4. Click on the workshop you want 5. Fill in the form and click "Submit Your Registration"	

West Michigan Works! in **Allegan County** is located at: 3255 122nd Ave, Suite 101, Allegan, MI 49010



ALLEGAN COUNTY

# WORKSHOP DETAILS

Employment training workshops are offered at West Michigan Works! Service Centers. 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

**\*Register online at [westmiworks.org/calendar](http://westmiworks.org/calendar)**

### **\*INTRODUCTION TO RESUMES & RESUME MAKEOVER (3 hours):**

Discover current trends in resume writing. In this workshop you will learn tips, tricks, and techniques to make your resume stand out to employers. Learn the content and proper format of a resume. Participants will have the opportunity to apply this knowledge to their own resume at the end of the session. **\*Please bring your current resume and cover letter if you have one.**

### **\*INTRODUCTION TO INTERVIEWING (1 hour):**

Update yourself with tips for successful interviewing in today's world. Learn all the steps in the process of interviewing, tips on how to prepare yourself, and how to make a positive first impression.

### **\*CAREER EXPLORATION (2 hours):**

Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers.

### **\*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.

**COMPUTER LITERACY:** Intimidated by computers? Unfamiliar with how to use email or the internet? This open lab covers basic computing needs to make your computer time more productive and enjoyable. **Walk-ins welcome!**

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

**Please arrive 20 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/](http://westmiworks.org/about/).