



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
MARCH 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 <i>WorkReady:</i> Communication 11am-12:30pm Resume Makeover 1-2:30pm	4	5	6 <i>WorkReady:</i> Decisiveness & Reasoning 10-11:30am Cover Letter Writing 1pm
9	10	11	12	13 <i>WorkReady:</i> Teamwork & Responsibility 10am-12pm Job Search Techniques 12-1:30pm
16	17 <i>WorkReady:</i> Time & Workplace Management 10-11:30am Resume Makeover 1-2:30pm	18	19	20 <i>WorkReady:</i> Adaptability & Innovation 10am-12pm Career Exploration 1-3pm
23	24 <i>WorkReady:</i> Communication 10-11:30am Resume Makeover 1-2:30pm	25	26	27 <i>WorkReady:</i> Decisiveness & Reasoning 10-11:30am Introduction to Interviewing 1-2:30pm
30	31 <i>WorkReady:</i> Teamwork & Responsibility 10am-12pm Resume Makeover 1-2:30pm	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" <i>westmiworks.org</i>		

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



IONIA 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

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!

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.**

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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. Supported by the State of Michigan.