



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.

MONTCALM COUNTY  
**MARCH 2020**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b> <i>WorkReady:</i> Communication 10-11:30am Resume Makeover 2-3:30pm	<b>3</b>	<b>4</b> <i>WorkReady:</i> Decisiveness & Reasoning 10-11:30am Introduction to Interviewing 1-2:30pm	<b>5</b> <i>WorkReady:</i> Teamwork & Responsibility 10-11:30am Computer Literacy 2-4pm	<b>6</b>
<b>9</b> <i>WorkReady:</i> Time & Workplace Management 10-11:30am	<b>10</b>	<b>11</b> <i>WorkReady:</i> Adaptability & Innovation 1-2:30pm	<b>12</b> <i>WorkReady:</i> Communication 10-11:30am Resume Makeover 1-2:30pm	<b>13</b>
<b>16</b>	<b>17</b>	<b>18</b> <i>WorkReady:</i> Decisiveness & Reasoning 10-11:30am Career Exploration 1-3pm	<b>19</b> <i>WorkReady:</i> Teamwork & Responsibility 10-11:30am Job Search Techniques 1-2:30pm	<b>20</b>
<b>23</b> <i>WorkReady:</i> Time & Workplace Management 10-11:30am Resume Makeover 2-3:30pm	<b>24</b>	<b>25</b> <i>WorkReady:</i> Adaptability & Innovation 10am-12pm Introduction to Interviewing 1-2:30pm	<b>26</b> <i>WorkReady:</i> Communication 10-11:30am Resume Lab 2-4pm	<b>27</b>
<b>30</b> <i>WorkReady:</i> Decisiveness & Reasoning 10-11:30am Resume Makeover 2-3:30pm	<b>31</b>		<p><b>HOW TO REGISTER AT WESTMIWORKS.ORG</b></p> <ol style="list-style-type: none"> <li>1. Click "GO" in the Job Seekers box</li> <li>2. Click "Calendar" in the upper, right corner</li> <li>3. Click "Montcalm County"</li> <li>4. Click on the workshop you want</li> <li>5. Fill in the form and click "Submit Your registration"</li> </ol> <p style="text-align: right;"><i>westmiworks.org</i></p>	

West Michigan Works! in Montcalm County is located at: 114 S Greenville West Dr, Greenville, MI 48838



# 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

**RESUME MAKEOVER (1.5 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.

**RESUME LAB (2 hours):** Take your resume to the next level! This two-hour lab is designed for individuals interested in improving their existing resume. Staff will be on-hand to offer tips and suggestions to make your resume stand out. \*Attendees must have an existing resume to attend this class. It is highly recommended to have your resume in a digital format (on mitalent.org, flash drive, email) to access during the workshop.

**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.

**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.

**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: [mitalent.org](http://mitalent.org)**

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

West Michigan Works! in **Montcalm County** is located at: 114 S Greenville West Dr, Greenville, MI 48838

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. TTY 711 supported.