



- Walk-ins are welcome at all workshops. No need to register.
 - Workshops are 1 hour long unless otherwise noted.
 *Attending a WorkReady workshop? Please take the online pre-assessment before your first workshop at <https://www.onlineassessmenttool.com/workready-pre-assessment/assessment-92477>

MUSKEGON COUNTY MARCH 2020

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

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



MUSKEGON 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

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. Compliment 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 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

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. West Michigan Works! is supported by state and federal funds; more details at westmiworks.org/about/.