<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
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<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
| *WorkReady:  
  Time Management 9:30am  
  Workplace Management 11:30am-12pm  
  Decisiveness 12-12:30pm  
  Reasoning 12:30-1pm | *WorkReady:  
  Communication 1pm  
  Responsibility 2pm | Job Search Techniques 2pm  
  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  
  Job Search Techniques 1pm  
  Cover Letter Writing 2:30-3pm | *WorkReady:  
  Communication 9:30am  
  Responsibility 10:30am | *WorkReady:  
  Reasoning 9:30-10am  
  Decisiveness 10-10:30am | *WorkReady:  
  Adaptability 9:30am  
  Innovation 10-10:30am | Resume Makeover 2-4pm |
| 16     | 17      | 18        | 19       | 20     |
| Job Search Techniques 9:30am  
  Cover Letter Writing 10:30-11am  
  Introduction to Interviewing 2-2:30pm  
  *WorkReady:  
  Time Management 1-1:30pm  
  Workplace Management 1:30-2pm  
  Teamwork 2pm | Computer Literacy 1-3pm  
  Career Exploration 12-2pm | *WorkReady:  
  Communication 10am  
  Responsibility 11am  
  Adaptability 11-11:30am  
  Decisiveness 11:30am-12pm  
  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 |

- 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

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

**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 to 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.*

**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.

**EMPLOYABILITY SKILLS**

This 2-3 series 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.

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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.