



Register in advance: [jobs.westmiworks.org/calendar](https://jobs.westmiworks.org/calendar)  
 Please arrive 10 minutes early to create a profile on Pure Michigan Talent  
 Connect if you haven't already.

OTTAWA COUNTY  
**MARCH 2020**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>2</b></p> <p><b>WorkReady:</b> Time Management 11am-12pm</p> <p>Resume Makeover &amp; Lab 1-3pm</p>	<p><b>3</b></p> <p>Career Exploration 10am-12pm</p> <p><b>WorkReady:</b> Responsibility 1-3pm</p>	<p><b>4</b></p> <p>Resume Makeover &amp; Lab 1:30-3:30pm</p> <p><b>WorkReady:</b> Workplace Management 3:30pm</p>	<p><b>5</b></p> <p><b>WorkReady:</b> Communication 9-10:30am</p> <p>Introduction to Interviewing 10:30am-12pm</p> <p>Career Exploration 1-3pm</p> <p>Computer Literacy 3pm</p>	<p><b>6</b></p>
<p><b>9</b></p> <p>Resume Makeover &amp; Lab 10am-12pm</p>	<p><b>10</b></p> <p>Career Exploration 10am-12pm</p> <p><b>WorkReady:</b> Adaptability 3pm</p>	<p><b>11</b></p> <p>Job Search Techniques 9am</p> <p>Resume Makeover &amp; Lab 10am-12pm</p> <p><b>WorkReady:</b> Time Management 1:30pm</p>	<p><b>12</b></p> <p>Cover Letter Writing 9-10:30am</p> <p>Introduction to Interviewing 10:30am-12pm</p> <p>Career Exploration 1-3pm</p>	<p><b>13</b></p> <p>Resume Makeover &amp; Lab 10am-12pm</p> <p><b>WorkReady:</b> Teamwork 1pm</p>
<p><b>16</b></p> <p><b>WorkReady:</b> Responsibility 10am</p> <p>Resume Makeover &amp; Lab 1-3pm</p>	<p><b>17</b></p> <p>Career Exploration 10am-12pm</p> <p><b>WorkReady:</b> Communication 1-3pm</p>	<p><b>18</b></p> <p>Resume Makeover &amp; Lab 10am-12pm</p> <p><b>WorkReady:</b> Innovation 9am</p> <p>Teamwork 1pm</p> <p>Time Management 2pm</p>	<p><b>19</b></p> <p><b>WorkReady:</b> Workplace Management 9am</p> <p>Introduction to Interviewing 10:30am-12pm</p> <p>Career Exploration 1-3pm</p>	<p><b>20</b></p>
<p><b>23</b></p> <p><b>WorkReady:</b> Communication 10am-12pm</p>	<p><b>24</b></p> <p>Career Exploration 10am-12pm</p> <p><b>WorkReady:</b> Decisiveness 1pm</p> <p>Workplace Management 2pm</p>	<p><b>25</b></p> <p>Resume Makeover &amp; Lab 1:30-3:30pm</p> <p>Job Search Techniques 3:30pm</p>	<p><b>26</b></p> <p>Cover Letter Writing 9-10:30am</p> <p>Introduction to Interviewing 10:30am-12pm</p> <p>Computer Literacy 3-4:15pm</p>	<p><b>27</b></p> <p><b>WorkReady:</b> Reasoning 10am</p> <p>Career Exploration 1-3pm</p>
<p><b>30</b></p> <p><b>WorkReady:</b> Responsibility 1pm</p> <p>MSU Extension: Nutrition 2:30-4:30pm</p>	<p><b>31</b></p> <p>Career Exploration 10am-12pm</p>		<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 "Ottawa 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;"><a href="https://westmiworks.org">westmiworks.org</a></p>	

West Michigan Works! in **Ottawa County** is located at: 121 Clover St, Holland, MI 49423



OTTAWA COUNTY

# WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.  
All workshops are one hour unless otherwise noted.

## WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

**RESUME MAKEOVER & LAB (2 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, and use the lab time to create, update and/or revamp your resume based on what you've learned.

**COVER LETTER WRITING:** Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

**INTRODUCTION TO INTERVIEWING (1.5 hours):** Remember, a good resume gets you the interview, but a successful interview gets you the job! This workshop covers preparation, tips on appearance, non-verbal communication, answering difficult questions, follow-up and more.

**\*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.

**SERVICES ORIENTATION:** You may be eligible for free, individualized Career Coaching from West Michigan Works! Learn more about services available to you by attending a Service Orientation Session. Sessions are available anytime on a walk-in basis during our normal business hours.

**CAREER EXPLORATION (2 hours):** This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

**JOB SEARCH TECHNIQUES:** This workshop covers the basics of job search while incorporating tips on standing out in a competitive workforce. You will acquire a toolkit of resources to assist you in your job search.

**COMPUTER LITERACY (1.5 hours):** Intimidated by computers? Unfamiliar with how to use email or the internet? This lab covers basic computing needs to make your computer time more productive and enjoyable. Includes Digital Literacy testing.

**MSU EXTENSION: NUTRITION - HEALTHY EATING ON A BUDGET (2 hours):** Learn how to eat healthy while staying on a budget. This workshop includes My Plate nutrition tips and ends with a taste test.

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