



All current workshops are offered virtually through Zoom. Please register online at jobs.westmiworks.org/calendar

DECEMBER 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	WorkReady: 1 Communication 9:30am Workplace Management 11:00am Innovation 1:30pm Resume Makeover 1:00pm	WorkReady: 2 Time Management 9:30am Reasoning 11:00am Teamwork 1:30pm Introduction to Interviewing 1:00pm	WorkReady: 3 Responsibility 9:30am Communication 1:00pm Job Searching as an Experienced Worker 1:30pm	WorkReady: 4 Teamwork 9:30am Decisiveness 11:00am Responsibility 1:00pm
WorkReady: 7 Time Management 9:30am Reasoning 11:00am Teamwork 1:00pm	WorkReady: 8 Workplace Management 9:30am Communication 11:00am Adaptability 1:30pm Introduction to Interviewing 1:00pm	WorkReady: 9 Decisiveness 9:30am Responsibility 11:00am Time Management 1:30pm Resume Makeover 1:00pm	WorkReady: 10 Teamwork 9:30am Communication 1:30pm Job Searching with a Criminal Record 1:00pm	WorkReady: 11 Responsibility 9:30am Innovation 11:00am Workplace Management 1:00pm
WorkReady: 14 Responsibility 9:30am Adaptability 11:00am Self Esteem 1:00pm	WorkReady: 15 Communication 9:30am Time Management 11am Teamwork 1:30pm Resume Makeover 1:00pm	WorkReady: 16 Workplace Management 9:30am Reasoning 11:00am Communication 1:30pm Introduction to Interviewing 1:00pm	WorkReady: 17 Innovation 9:30am Time Management 1:30pm Leadership Styles 1:00pm	WorkReady: 18 Decisiveness 9:30am Workplace Management 11:00am Responsibility 1:00pm
WorkReady: 21 Communication 9:30am Workplace Management 11:00am Innovation 1:00pm Reasoning 1:30pm	WorkReady: 22 Teamwork 9:30am Adaptability 11:00am Time Management 1:30pm Introduction to Interviewing 1:00pm	WorkReady: 23 Responsibility 9:30am Decisiveness 11:00am Resume Makeover 1:00pm	24 CLOSED FOR CHRISTMAS EVE	25 CLOSED FOR CHRISTMAS
WorkReady: 28 Innovation 9:30am Decisiveness 11:00am Adaptability 1:00pm Workplace Management 1:30pm	WorkReady: 29 Communication 9:30am Responsibility 11:00am Time Management 1:30pm Resume Makeover 1:00pm	WorkReady: 30 Reasoning 9:30am Teamwork 11:00am Introduction to Interviewing 1:00pm	31 CLOSED FOR NEW YEAR'S EVE	westmiworks.org

HOW TO REGISTER AT WESTMIWORKS.ORG

1. Click "GO" in the Job Seekers box
2. Click "Job Seeker Events" in the upper, right corner
3. Click on your county.
4. Click on the workshop you want
5. Fill in the form and click "Submit Your Registration"



WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge. Workshops are 1 hour unless otherwise noted.

WORKSHOPS FOR ASSISTANCE WITH FINDING EMPLOYMENT*

***MUST REGISTER IN ADVANCE** - Register online: jobs.westmiworks.org/calendar

RESUME MAKEOVER: Learn the content and proper format of a resume. Participants will have the opportunity to apply this knowledge to their own resume at the end of the session.

INTRODUCTION TO INTERVIEWING: What you wish you knew before the interview. Learn interviewing tips and the contents of thank you notes.

EMPLOYABILITY SKILLS - WorkReady: To find out which modules are best for you, please take the online preassessment 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.

SELF ESTEEM: The job search process can be stressful, and for some people, it can affect their confidence and self-esteem. This workshop will introduce the concept of self-esteem and why it's important in both your professional and personal life. Tips and tools to maintain your self-esteem will also be discussed.

JOB SEARCHING FOR THE EXPERIENCED WORKER: This workshop is designed to assist Job Seekers who are 40+ years old. During our time together we will discuss the following:

- Identify misconceptions and how to overcome experience discrimination.
- Define and address employer perceptions of experienced workers.
- Identify strategies to show your value in the workforce.
- Recognize thoughts, attitudes, and behaviors that work against obtaining employment.
- Evaluate the importance of salary expectations, retirement, and other financial considerations.
- Identify a list of tools and resources to aid in your job search in today's world.

JOB SEARCHING WITH A CRIMINAL BACKGROUND: This virtual workshop provides helpful information about background checks and job search strategies for someone with a criminal background. You will learn how to navigate applications and how to answer specific interview questions regarding your criminal background. You will also get information about programs and resources that may be able to assist you with your job search efforts.

A Pure Michigan Talent Connect profile must be completed before attending workshops: mitalent.org

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/.