



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

VIRTUAL NOVEMBER 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 WorkReady Teamwork 9:30-10:45am Time Management 11:00am-12:15pm Intro to Resume 1:30-2:45pm	2 WorkReady Communication 9:30-11:00am Adaptability 1:30-2:45pm	3 WorkReady Responsibility 9:30-10:45am Leadership Styles 1:30-2:45pm	4 WorkReady Reasoning 9:30-10:45am Intro to Interviewing 1:30-2:45pm	5 Cover Letter Writing 9:30-11:00am Self-Esteem 1:30-2:45pm WorkReady Workplace Management 11:00am-12:15pm
8 Job Search with a Criminal Background 9:30-10:45am Goal Setting 1:30-2:45pm WorkReady Decisiveness 11:00am-12:15pm	9 Intro to Interviewing 9:30-10:45am WorkReady Innovation 1:30-2:45pm	10 WorkReady Time Management 9:30-10:45am Experienced Worker 11:00am-12:15pm	11	12 WorkReady Communication 9:30-11:00am Intro to Resume 11:00am-12:15pm
15 WorkReady Workplace Management 9:30-10:45am Teamwork 11:00am-12:15pm Intro to Interviewing 1:30-2:45pm	16 WorkReady Responsibility 9:30-10:45am Cover Letter Writing 1:30-3:00pm	17 WorkReady Communication 9:30-11:00am Intro to Resume 1:30-2:45pm	18 WorkReady Adaptability 9:30-10:45am Reasoning 1:30-2:45pm	19
22 WorkReady Decisiveness 9:30-10:45am Workplace Management 1:30-2:45pm Intro to Interviewing 11:00am-12:15pm	23 Intro to Resume 9:30-10:45am WorkReady Time Management 1:30-2:45pm	24	25	26
29 WorkReady Innovation 9:30-10:45am Responsibility 11:00am-12:15pm Intro to Interviewing 1:30-2:45pm	30 WorkReady Teamwork 9:30-10:45am Intro to Resume 1:30-2:45pm		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"	

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/.



WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge. You must register in advance online at: jobs.westmiworks.org/calendar. Workshops are 75 minutes unless otherwise noted.

INTRODUCTION TO RESUMES: 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.

COVER LETTER WRITING (90 minutes): Create a good first impression with an effective cover letter. Learn layout and format guidelines as well as content suggestions.

INTRODUCTION TO INTERVIEWING: What you wish you knew before the interview. Learn interviewing tips and how to answer a variety of questions.

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. Please note the Communications WorkReady workshop is 90 minutes, all others are 75 minutes.

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.

GOAL SETTING: This workshop will focus on action-oriented goal setting and will offer strategies to help you set and reach your goals, including an in depth look at the SMART goal setting technique. Common barriers to goal setting and ways to combat procrastination will also be discussed.

JOB SEARCHING FOR THE EXPERIENCED WORKER: This workshop is designed to assist Job Seekers who are 40+ years old. 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.

LEADERSHIP STYLES: You don't have to be a manager to be a leader. You might be asked in an interview what your leadership style is; be prepared to answer that question. This course will discuss the six different leadership styles by Daniel Goleman and help you determine what style of leader you are.

TAKING BACK YOUR FINANCES:

This class will give you a quick overview of various financial options that will help you manage your funds. It is designed for those looking for convenience and security in their banking relationship. Topics in the series include: Budgeting, Payday Advances, Credit Scores, Credit Repair and Credit Cards.

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

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