



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

VIRTUAL  
**MARCH 2023**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>HOW TO REGISTER AT WESTMIWORKS.ORG</b> 1. Hover over the Job Seekers dropdown box 2. Click the third option "Workshops" 3. Click on your county 4. Click on the workshop you want 5. Fill in the form and click "Submit Your Registration"		<b>1</b> Introduction to Interviewing 9:30-10:45am  <i>WorkReady Teamwork</i> 1:30-2:45pm	<b>2</b> Workplace Management 9:30-10:45am  Cover Letter Writing 1:30-2:45pm	<b>3</b> <i>WorkReady Responsibility</i> 9:30-10:45am  <i>WorkReady Decisiveness</i> 1:30-2:45pm
<b>6</b> <i>WorkReady Reasoning</i> 9:30-10:45am  <i>WorkReady Adaptability</i> 1:30-2:45pm	<b>7</b> Goal Setting 9:30-10:45am  Cover Letter Writing 1:30-2:45pm	<b>8</b> <i>WorkReady Communication</i> 9:30-10:45am  Job Searching for the Experienced Worker 1:30-2:45pm	<b>9</b> Workplace Management 9:30-10:45am  <i>WorkReady Time Management</i> 1:30-2:45pm	<b>10</b> Introduction to Resumes 9:30-10:45am  <i>WorkReady Innovation</i> 1:30-2:45pm
<b>13</b> <i>WorkReady Teamwork</i> 9:30-10:45am  <i>Communication</i> 1:30-2:45pm	<b>14</b> <i>WorkReady Reasoning</i> 9:30-10:45am  Cover Letter Writing 1:30-2:45pm  Taking back your Finances 1:30-2:45pm	<b>15</b> <i>WorkReady Decisiveness</i> 9:30-10:45am  Job Search with a Criminal Background 1:30-2:45pm	<b>16</b> <i>WorkReady Communication</i> 9:30-10:45am  Introduction to Resumes 1:30-2:45pm	<b>17</b> Introduction to Interviewing 9:30-10:45am  <i>WorkReady Innovation</i> 1:30-2:45pm
<b>20</b>	<b>21</b> <i>WorkReady Decisiveness</i> 9:30-10:45am  <i>WorkReady Time Management</i> 1:30-2:45pm	<b>22</b> Introduction to Interviewing 9:30-10:45am  Leadership Styles 1:30-2:45pm	<b>23</b> Introduction to Resumes 9:30-10:45am  Self Esteem 1:30-2:45pm	<b>24</b> Workplace Management 9:30-10:45am  <i>WorkReady Reasoning</i> 1:30-2:45pm
<b>27</b> <i>WorkReady Teamwork</i> 9:30-10:45am  <i>WorkReady Adaptability</i> 1:30-2:45pm	<b>28</b> <i>WorkReady Communication</i> 9:30-10:45am  <i>WorkReady Responsibility</i> 1:30-2:45pm	<b>29</b> Cover Letter Writing 9:30-10:45pm  Introduction to Resumes 1:30-2:45pm	<b>30</b> Introduction to Resumes 9:30-10:45am	<b>31</b> <i>WorkReady Reasoning</i> 9:30-10:45am

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/](https://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](http://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 (90 minutes):** What you wish you knew before the interview. Learn interviewing tips and how to answer a variety of questions.

**ENTREPRENEURSHIP BOOTCAMP:** Are you interested in starting your own business? Our Entrepreneurship Bootcamp is a basic, two-day entrepreneurship course for individuals seeking an accelerated program to launch their new small business. The program guides participants through the process of creating a business plan on Centro's Business Planning App - our flagship tool to help small business entrepreneurs start and grow businesses.

**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](http://mitalent.org)**

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