



Please register online at jobs.westmiworks.org/calendar
 Please arrive 10 minutes early to register if you haven't already.

IONIA COUNTY
AUGUST 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2 TABE Test 9am	3
6	7 Workplace Excellence: <i>Communication-ability</i> 9-10:30am Computer Literacy 1-3pm Resume Makeover 2-3:30pm	8	9 TABE Test 9am	10 Introduction to Interviewing 10am-12pm
13 MSU Money Management (Part 1 of 2) 1-4pm	14 Computer Literacy 9-11am Workplace Excellence: <i>Dependability</i> 2-3:30pm	15	16 TABE Test 9am	17
20	21 Workplace Excellence: <i>Respectability</i> 10-11:30am Computer Literacy 1-3pm Cover Letter Writing 2pm	22	23 TABE Test 9am	24 Resume Makeover 1-2:30pm
27 MSU Money Management (Part 2 of 2) 1-4pm	28 Computer Literacy 9-11am Cover Letter Writing 10am Resume Makeover 2-3:30pm	29	30	31 Introduction to Interviewing 10am-12pm <i>westmiworks.org</i>

West Michigan Works! in Ionia County is located at: 301 W Main Street, Ionia, MI 48846



WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.

Workshops are one hour unless otherwise noted.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

COMPUTER LITERACY (2 hours): Intimidated by computers? Unfamiliar with how to use email or the internet? This 2-hour open lab covers basic computing needs to make your computer time more productive and enjoyable.

RESUME MAKEOVER (1.5 hours): Learn the content and proper format of a resume. Attendees will leave having all the necessary information needed for creating a professional resume. *Participants should have at least a basic resume saved in digital format (mitalent, flash drive, email) when they attend.

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 (2 hours): 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.

WORKPLACE EXCELLENCE SERIES (5 workshops - 1.5 hours each): The Workplace Excellence Series includes 5 workshops to help you with skills like communication, dependability and other essential skills employers are looking for. Complete all 5 workshops to receive a certificate indicating you know the employability skills needed for today's competitive job market.

CAREER EXPLORATION: Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers. Career Exploration is a self-assessment tool used to match personal interests with related careers. See if your career of interest is a high demand career, projected growth and what wages to expect.

JOB SEARCH TECHNIQUES: Whether you are looking for your first job, or it's been a few years since you last looked for employment, this is the workshop for you!

MSU MONEY MANAGEMENT (3 hours):

In this two-part series you will learn how to:

- Make sound financial decisions
- Create a spending plan and save more
- Create financial goals
- Pay down debt and use credit wisely

You must be able to attend both dates (8/13 & 8/27).

TABE TEST (up to 3.5 hr): Please call 616-389-8525 to register.

TABE - Tests of Adult Basic Education - is an academic assessment to determine both the knowledge and skills of adults in reading and math. Participants will have five hours to complete the assessment.

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

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. TTY 711 supported.