



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

MONTCALM COUNTY AUGUST 2018

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

westmiworks.org

West Michigan Works! in **Montcalm County** is located at: 114 S Greenville West Dr, Greenville, MI 48838



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* (1.5 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.

RESUME LAB* (2 hours): Put the resources you received in Resume Makeover to good use to create, update and/or revamp your resume!

NOTE: Completing the Resume Makeover workshop is highly encouraged before attending Resume Lab.

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.

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.

TEMPORARY EMPLOYMENT: Are you looking for employment? Having a hard time? Come find out all you need to know about employment in the Temporary Staffing World at this workshop.

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!

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.

MSU MONEY MANAGEMENT (2 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 (8/9 & 8/23).

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

Please arrive 10 minutes early to complete your profile if you don't already have one.

West Michigan Works! in **Montcalm County** is located at: 114 S Greenville West Dr, Greenville, MI 48838

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.