



Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)  
 Please arrive 10 minutes early to register if you haven't already.

OTTAWA COUNTY  
**AUGUST 2018**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> Resume Lab 8:30-10am	<b>2</b> Cover Letter Writing 9am Introduction to Interviewing 11am Computer Literacy 2:30-4:30pm	<b>3</b>
<b>6</b> Career Exploration 10am-12pm	<b>7</b> Job Search Techniques 10am Resume Makeover 11am	<b>8</b> Resume Lab 8:30-10am	<b>9</b> Cover Letter Writing 9am Introduction to Interviewing 11am	<b>10</b>
<b>13</b> Career Exploration 10am-12pm	<b>14</b> Job Search Techniques 9:30am Hiring Event 10am-2pm Resume Makeover 11am	<b>15</b> Resume Lab 8:30-10am	<b>16</b> Cover Letter Writing 9am Introduction to Interviewing 11am Computer Literacy 2:30-4:30pm	<b>17</b>
<b>20</b> Career Exploration 10am-12pm	<b>21</b> Job Search Techniques 9:30am Resume Makeover 11am Workplace Excellence: <i>Dependability</i> 1-4pm	<b>22</b> Resume Lab 8:30-10am	<b>23</b> Cover Letter Writing 9am Introduction to Interviewing 11am Workplace Excellence: <i>Communication-ability</i> 1-4pm	<b>24</b> Workplace Excellence: <i>Work-ability</i> 1-2:30pm
<b>27</b> Career Exploration 10am-12pm MSU Extension: Nutrition 2:30-4pm	<b>28</b> Job Search Techniques 9:30am Resume Makeover 11am	<b>29</b> Resume Lab 8:30-10am	<b>30</b> Cover Letter Writing 9am Introduction to Interviewing 11am	<b>31</b>

*westmiworks.org*

West Michigan Works! in **Ottawa County** is located at: 121 Clover St, Holland, MI 49423



# 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

**SERVICES ORIENTATION:** You may be eligible for free, individualized Career Coaching from West Michigan Works! Learn more about services available to you by attending a Service Orientation Session. Sessions are available anytime on a walk-in basis during our normal business hours.

**RESUME MAKEOVER:** 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 (1.5 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:** Remember, a good resume gets you the interview, but a successful interview gets you the job! This workshop covers preparation, tips on appearance, non-verbal communication, answering difficult questions, follow-up, and more.

**CAREER EXPLORATION (2 hours):** This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

**JOB SEARCH TECHNIQUES:** This workshop covers the basics of job search while incorporating tips on standing out in a competitive workforce. You will walk away with a toolkit full of resources to assist you in your job search.

**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 and make your computer time more productive and enjoyable.

**MSU: NUTRITION - HEALTHY EATING ON A BUDGET (1.5 hours):** Learn how to eat healthy while staying on a budget. This workshop begins with educational information including My Plate and tips for healthy eating and ends with a taste test.

**WORKPLACE EXCELLENCE SERIES:** The Workplace Excellence Series includes 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.

**A Pure Michigan Talent Connect profile must be completed on [mitalent.org](http://mitalent.org) before attending workshops.**

**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.