



DON'T FORGET!
 You can register online: jobs.westmiworks.org/calendar

IONIA COUNTY
JULY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Work Place Excellence: <i>Communication-ability</i> 10-11:30am Resume Makeover 1-2:30pm Computer Literacy 1-3pm	4 OFFICE CLOSED FOR THE HOLIDAY	5 Work Place Excellence: <i>Dependability</i> 10:30am-12pm TABE Test 1:30pm	6
9 MSU Money Management (Part 1 of 2) 1-4pm	10 Computer Literacy 9-11am	11 Inroduction to Interviewing 11am-1pm	12 TABE Test 1:30pm	13 Work Place Excellence: <i>Presentability</i> 10-11:30am Resume Makeover 1-2:30pm
16	17 Resume Makeover 9-10:30am Inroduction to Health Care 1-2:30pm Computer Literacy 1-3pm	18	19 TABE Test 1:30pm	20
23 MSU Money Management (Part 2 of 2) 1-4pm	24 Computer Literacy 9-11am Work Place Excellence: <i>Respectability</i> 10-11:30am Cover Letter Writing 1pm	25 Inroduction to Interviewing 11am-1pm	26 TABE Test 1:30pm	27 Resume Makeover 9-10:30am
30	31 Computer Literacy 9-11am Resume Makeover 1-2:30pm Computer Literacy 1-3pm			<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 and 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.

INTRODUCTION TO HEALTH CARE (1.5 hours): Hear from a panel of local employers about high-demand jobs in the health care field. Find out what skills you need and the training available to prepare you for a new career in health care.

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 (7/9 & 7/23).

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

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.