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<th>MONDAY</th>
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* Please register online at jobs.westmiworks.org/calendar
**Please call the number on the back to register
Please arrive 10 minutes early to register if you haven’t already.

West Michigan Works! in Kent County-Franklin Service Center is located at: 121 Franklin St SE, Grand Rapids, MI 49507
**WORKSHOPS FOR ASSISTANCE WITH FINDING EMPLOYMENT**
*Must Register in Advance. Register online: jobs.westmiworks.org/calendar*
*Career Exploration (2 hours):* Explore interests and labor market information to choose the right career for you!
*Resume Makeover (2 hours):* 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.
*Temporary Employment in Today's Market (1.5 hours):* Come find out all you need to know about employment in the Temporary Staffing World.
*Computer Literacy (2 hours):* Intimidated by computers? Unfamiliar with how to use email or the internet? This 2-hour open lab covers basic computer skills to make your computer time more productive and enjoyable.
*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 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.
*Introduction to Interviewing: What you wish you knew before the interview. Learn interviewing tips and the contents of thank you notes.*
*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! Discuss numerous ways to locate job leads.*

**WORKPLACE EXCELLENCE SERIES (5 workshops - 2 hours each):**
Offered at Westside Service Center
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

**ENGLISH AS A SECOND LANGUAGE**
**Basic Literacy (3 hours):** Call Oman at 616-228-6721 to register
Don't wait - learn English! Join us every Wednesday morning to improve your English listening, speaking, reading and writing skills.

**WORKSHOPS FOR PERSONS WITH DISABILITIES**
PLEASE NOTE: Not eligible for Driver Responsibility Fee participants
**MRS (Michigan Rehabilitation Services) Orientation:** Learn about MRS Services, eligibility requirements and sign-up information. For disability accommodations for all workshops, please call a week in advance.

**VETERAN NETWORKING JOB CLUB**
3rd Thursday each month | 10am-11:30am
Westside Service Center | 215 Straight Ave NW | Grand Rapids
A collaboration of veteran community resources to connect veterans to resources and improve employment networking.

**FINANCIAL MANAGEMENT**
*Financial Checkup 101*
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.
**MSU Money Management (2.5 hours)**
**MUST REGISTER IN ADVANCE:** Call Beth at 616-336-3525 to register
In this three-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 all three dates (7/11, 7/13 & 7/18) to participate.*

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 Kent County-Franklin Service Center is located at: 121 Franklin St SE, Grand Rapids, MI 49507

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.
**MSU Money Management**

**Career Exploration**

**Computer Literacy**

**Workplace Excellence Series**

**Resume Makeover**

**Introduction to Healthcare**

**MSU Money Management**

**Basic Literacy (Part 1 of 3)**

**Financial Checkup 101**

**MRS Orientation**

**Basic Literacy (Part 2 of 3)**

**VETERANS NETWORKING JOB CLUB**

**Financial Checkup 101 (Part 3 of 3)**

**MRS Orientation**

**Basic Literacy**

**Job Search Techniques**

**Computer Literacy**

**Workplace Excellence Series: Respectability**

**Temporary Employment in Today's Market**

**Workplace Excellence Series: Communication-ability**

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WORKSHOP DETAILS

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

WORKSHOPS FOR ASSISTANCE WITH FINDING EMPLOYMENT

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**By appointment only - call 616-242-6450 to register

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FRIEND OF THE COURT Q&A DAY - Walk-Ins Welcome
A case worker will be on site to answer questions about your Friend of the Court

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