



* 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.

KENT COUNTY- FRANKLIN JULY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 *Financial Checkup 101 11:30am	3 *Resume Makeover 8:30-10:30am **MRS Orientation 11am-12:30pm @Westside Service Center	4 OFFICE CLOSED FOR THE HOLIDAY	5 *Cover Letter Writing 2-4pm	6
9 *Financial Checkup 101 11:30am	10 *Resume Makeover 8:30-10:30am **MRS Orientation 11am-12:30pm @Westside Service Center	11 **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am Introduction to Healthcare 1-2:30pm **MSU Money Management 1-3pm (Part 1 of 3)	12 *Career Exploration 2-4pm	13 *Computer Literacy 12:30-2:30pm **MSU Money Management 1-3pm (Part 2 of 3)
16 *Financial Checkup 101 11:30am	17 *Resume Makeover 8:30-10:30am **MRS Orientation 11am-12:30pm @Westside Service Center	18 **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am **MSU Money Management 1-3pm (Part 3 of 3)	19 VETERAN'S NETWORKING CLUB @Westside Service Center 10-11:30am *Cover Letter Writing 2-4pm	20 OFFICE CLOSING @ 3PM
23 *Financial Checkup 101 11:30am	24 *Resume Makeover 8:30-10:30am **MRS Orientation 11am-12:30pm @Westside Service Center	25 **Basic Literacy 9am-12pm Job Search Techniques 10am Introduction to Interviewing 11am *Temp Employment in Today's Market @Westside Service Center 11am-12:30pm	26 *Career Exploration 2-4pm	27 *Computer Literacy 12:30-2:30pm
30 *Financial Checkup 101 11:30am	31 *Resume Makeover 8:30-10:30am **MRS Orientation 11am-12:30pm @Westside Service Center			<i>westmiworks.org</i>

West Michigan Works! in Kent County-Franklin Service Center is located at: 121 Franklin St SE, Grand Rapids, MI 49507



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

***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

****By appointment only at Westside location: call 616-242-6450 to register**

****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.



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16 *Financial Checkup 101 11:30am @ Franklin Service Center	17 **MRS Orientation 11am-12:30pm *Resume Makeover 1-3pm	18 **Basic Literacy 9am-12pm @ Franklin Service Center Introduction to Healthcare 1-2:30pm @ Franklin Service Center **MSU Money Management 1-3pm (Part 3 of 3) @ Franklin Service Center	19 *Workplace Excellence Series <i>Respectability</i> 10am-12pm VETERANS NETWORKING JOB CLUB 10-11:30am	20
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30 *Financial Checkup 101 11:30am @ Franklin Service Center	31 *Workplace Excellence Series: <i>Communication-ability</i> 10am-12pm **MRS Orientation 11am-12:30pm			

westmiworks.org

West Michigan Works! in Kent County-Westside Service Center is located at: 215 Straight Ave NW, Grand Rapids, MI 49504



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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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