<table>
<thead>
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<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>2</td>
<td>Career Exploration 10am-12pm</td>
<td>Job Search Techniques 9:30am</td>
<td>Resume Makeover 11am</td>
<td>Office Closed For The Holiday</td>
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<td>9</td>
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<td>Cover Letter Writing 9am</td>
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A Pure Michigan Talent Connect profile must be completed on mitalent.org before attending workshops.
Please arrive 10 minutes early to complete your profile if you don’t already have one.

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 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.

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