



Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)  
 \*\*By appointment only: Contact Deb at 269-686-5079 x4151 or [dmariuz@westmiworks.org](mailto:dmariuz@westmiworks.org)

BARRY COUNTY

# APRIL 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1</b> Career Exploration 1:30-3pm Introduction to Interviews 3-4pm	<b>2</b> **Mock Interviews: by appointment only	<b>3</b> Intro to Resumes & Resume Makeover 9am-12pm	<b>4</b>	<b>5</b>
<b>8</b>	<b>9</b> **Mock Interviews: <i>by appointment only</i>	<b>10</b> Intro to Resumes & Resume Makeover 9am-12pm Taking Back Your Finances 1-3pm	<b>11</b>	<b>12</b> Job Search Techniques 1:30-3pm Introduction to Interviews 3-4pm
<b>15</b> Career Exploration 3-4:30pm	<b>16</b> **Mock Interviews: <i>by appointment only</i>	<b>17</b>	<b>18</b>	<b>19</b> Intro to Resumes & Resume Makeover 1:30-4:30pm
<b>22</b>	<b>23</b> Job Search Techniques 1:30-3pm <b>Ripple Effect:</b> <i>Time &amp; Workplace Management</i> 3-4:30pm	<b>24</b>	<b>25</b>	<b>26</b>
<b>29</b> <b>Ripple Effect:</b> <i>Communication</i> 3-4:30pm	<b>30</b> **Mock Interviews: <i>by appointment only</i>	<i>westmiworks.org</i>	<b>HOW TO REGISTER ONLINE AT <a href="http://WWW.WESTMIWORKS.ORG">WWW.WESTMIWORKS.ORG</a></b> <b>1. Click on "GO" in the Job Seekers box on the right side of the page</b> <b>2. Click on "Calendar" in the upper, right corner</b> <b>3. Click on Barry County</b> <b>4. Find the workshop you want on the calendar and click on it</b> <b>5. Fill in the information and click "Submit Your Registration"</b>	

West Michigan Works! in Barry County is located at: 136 E State St, Hastings, MI 49058



# WORKSHOP DETAILS

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

Deadline to sign-up for workshops will be 24 hours prior to workshop start.

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

**Please arrive 20 minutes early to complete your profile if you don't already have one.**

## WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

**\*Register online at [westmiworks.org/calendar](http://westmiworks.org/calendar)**

**\*INTRODUCTION TO RESUMES & RESUME MAKEOVER (3 hours):**

Discover current trends in resume writing. In this workshop you will learn tips, tricks, and techniques to make your resume stand out to employers. 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. **Please bring your current resume and cover letter if you have one.**

**\*JOB SEARCH TECHNIQUES (1.5 hours):** 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!

**\*INTRODUCTION TO INTERVIEWING (1 hour):** This workshop provides interview techniques including preparation, follow-up and how to answer difficult questions. You will also get tips on appearance, non-verbal communication skills and more to help you ace your next interview.

**\*CAREER EXPLORATION (2 hours):**

Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers.

**\*EMPLOYABILITY SKILLS - RIPPLE EFFECT (1.5 hours):**

You will focus on building skills employers want like Time Management, Communication, Teamwork and more. If you are a first-time job seeker, looking for a career change, have been out of the workforce or are just looking to grow personally and professionally, see how applying these skills has a ripple effect on your success.

**\*\*MOCK INTERVIEWS: \*\*By appointment only- Contact Deb at**

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Need to brush up on your interviews skills. Sign up for a mock interview! Our staff will conduct a practice interview with you and provide you with verbal and written feedback that you can use to improve your interview skills and land the job. Be sure to bring a copy of your resume with you and come dressed appropriately.

**COMPUTER LITERACY:** Intimidated by computers? Unfamiliar with how to use email or the internet? This open lab covers basic computing needs to make your computer time more productive and enjoyable. **Walk-ins welcome!**

**TAKING BACK YOUR FINANCES (2 hours):** 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. Topics in the series include: budgeting, payday advances, credit scores, credit repair and credit cards.

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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. Supported by the State of Michigan.