



Register in advance: jobs.westmiworks.org/calendar
 Please arrive 10 minutes early to create a profile on Pure Michigan Talent
 Connect if you haven't already.

IONIA COUNTY
APRIL 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 Cover Letter Writing 10:30-11:30am Computer Literacy 1-3pm <i>Ripple Effect:</i> Communication 1:30-3pm	3	4 TABE Test 9am	5 <i>Ripple Effect:</i> Teamwork/Responsibility 10am-12pm Resume Makeover 1:30-3pm
8	9 Computer Literacy 9-11am <i>Ripple Effect:</i> Decisiveness/Reasoning 10-11:30am Introduction to Interviewing 1-2:30pm	10	11 TABE Test 9am	12 Job Search Techniques 3-4pm
15	16 <i>Ripple Effect:</i> Time & Workplace Management 10-11:30am Resume Makeover 1-2:30pm Computer Literacy 1-3pm	17	18 TABE Test 9am	19 <i>Ripple Effect:</i> Adaptability/Innovation 10am-12pm Career Exploration 1-3pm
22	23 Computer Literacy 9-11am <i>Ripple Effect:</i> Communication 10-11:30am Resume Makeover 1-2:30pm	24	25 TABE Test 9am	26
29	30 <i>Ripple Effect:</i> Decisiveness/Reasoning 10-11:30am Resume Makeover 1-2:30pm Computer Literacy 1-3pm	westmiworks.org	<p>HOW TO REGISTER ONLINE AT WWW.WESTMIWORKS.ORG</p> <ol style="list-style-type: none"> 1. Click on "GO" in the Job Seekers box on the right side of the page 2. Click on "Calendar" in the upper, right corner 3. Click on Ionia County 4. Find the workshop you want on the calendar and click on it 5. Fill in the information and click "Submit Your Registration" 	

West Michigan Works! in Ionia County is located at: 301 W Main Street, Ionia, MI 48846



IONIA COUNTY

WORKSHOP DETAILS

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

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 to 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 (1.5 hours): Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

INTRODUCTION TO INTERVIEWING (1.5 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.

CAREER EXPLORATION (2 hours): 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 (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!

RIPPLE EFFECT (5 Modules, 1.5-2 hours each): 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.

**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. Supported by the State of Michigan.