



MUSKEGON COUNTY
MARCH 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9 Introduction to Interviewing 1-1:30pm Cover Letter Writing 1:30-2pm	10 Resume Makeover 10am-12pm	11 Job Search Techniques 9am Career Exploration 10am-12pm Computer Literacy 2-4pm	12 <i>Ripple Effect:</i> Decisiveness 9am Reasoning 10am Responsibility 1pm Innovation 2pm
15 <i>Ripple Effect:</i> Communication 10:30am-12pm Adaptability 12pm Job Search Techniques 2pm	16 Resume Makeover 1-3pm	17 <i>Ripple Effect:</i> Time Management 9am Workplace Management 10am	18 Introduction to Interviewing 10-10:30am Cover Letter Writing 10:30-11am <i>Ripple Effect:</i> Teamwork 1-3pm	19 Computer Literacy 10am-12pm Career Exploration 1-3pm
22 <i>Ripple Effect:</i> Responsibility 10am Innovation 11am	23 Introduction to Interviewing 1-1:30pm Cover Letter Writing 1:30-2pm	24 Job Search Techniques 9am Career Exploration 10am-12pm	25 Resume Makeover 10am-12pm Computer Literacy 2-4pm	26 <i>Ripple Effect:</i> Decisiveness 9am Reasoning 10am
29 <i>Ripple Effect:</i> Communication 10:30am-12pm Adaptability 12pm Job Search Techniques 2pm	30 Career Exploration 12-2pm			westmiworks.org

West Michigan Works! in **Muskegon County** is located at: 316 Morris Avenue, Suite 100, Muskegon, MI 49440



MUSKEGON COUNTY

WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.
Workshops are one hour unless otherwise noted.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

JOB SEARCH TECHNIQUES: Whether you're looking for your first job, or it's been a few years since you last looked for employment, this is the workshop for you! Find out what employers want to see on a resume, get tips on the best way to showcase your skills and experience and learn techniques on how to properly apply for a position in today's job market.

INTRODUCTION TO INTERVIEWING (30 min): 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.

COVER LETTER WRITING (30 min): Cover letters are an important part of the job search. Learn why you need one, who to address it to and what to include. Compliment your resume with a cover letter and enhance your chances of landing a job!

COMPUTER LITERACY (2 hours): Intimidated by computers? Unfamiliar with how to use email or the internet? If you are a beginner when it comes to using a computer, this two-hour open lab covers basic computer needs. We utilize GCFLearnFree.org to assist in this self directed workshop.

CAREER EXPLORATION (2 hours): Learn how to explore Interests, labor market information and training providers to assist you in choosing the right career for you!

RESUME MAKEOVER (2 hours): Take your resume to the next level! This two-hour open lab is designed for individuals interested in improving their existing resume. Staff will be on-hand to offer tips and suggestions make your resume stand out. *Individuals must have an existing resume to attend this class. It is highly recommended to have your resume in a digital format (mitalent, flash drive, email) for access during the workshop.

RIPPLE EFFECT - MUST REGISTER IN ADVANCE:

Based on an individualized assessment, 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 want to grow personally and professionally, come see how applying these skills has a ripple effect on your success. **Interested? Please email Robin at redge@westmiworks.org to register.**

**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.**

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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.