



# Job Preparation Workshops July 2010



*Description of Workshops on reverse side \*\*Space is limited and reservations are required\*\**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<i>Age is a question of mind over matter. If you don't mind, it doesn't matter!</i>		1	2
5 <b>CLOSED IN OBSERVANCE OF INDEPENDENCE DAY!</b>	6	7 <b>Displaced Worker Workshop</b> 11:00 am	8 <b>Resume Building #1</b> 2:00 pm	9
12 <b>Job Corps Orientation</b> 1:00 pm	13	14 <b>Displaced Worker Workshop</b> 11:00 am	15 <b>Computer Basics</b> 10:30 am <b>Cover Letters</b> 2:00 pm	16
19 <b>Roll It, Take It, Move It</b> 11:00 am <b>Job Corps Orientation</b> 1:00 pm <b>Resume Building #2</b> 2:00 pm	20	21 <b>Displaced Worker Workshop</b> 11:00 am	22 <b>Email &amp; You</b> 10:30 am	23
26 <b>Job Corps Orientation</b> 1:00 pm	27	28 <b>Displaced Worker Workshop</b> 11:00 am	29 <b>Computer Basics</b> 10:30 am	30

**Employment training workshops are offered at the Michigan Works! Service Center. Workshops are open to the public at no charge and focus on skills related to obtaining employment. Reservation required!**

**Computer Basics**—Learn the foundation of basic computer skills such as how to use a mouse and keyboard etc.

Presented by: Diane Donovan, MI MOUSE Inc. and  
Learie Levy, MI Works! Employment Services

**Dislocated Worker Workshop**— Are you currently collecting unemployment? Are you seeking to return to steady/full time employment? If so, you may be eligible for the Displaced Worker Services Program. Our workshop will highlight the resources that are available for displaced workers in the Kalamazoo area and provide an overview of services available through Michigan Works!

Presented by: HRDI Staff

**Cover & Follow up Letters**—Understanding and preparing effective letters that can be helpful when applying for a job or following up after an interview. Also thank you notes will be discussed.

Presented by: Kevin Rikkers, Davenport College

**Email & You!** - Why is it important to have an email account? The presenter will show you how to create your own email account and give a general overview of the different ways to use your email account.

Presented by: Rico Pina, MI Works! Employment Services

**Job Corps Orientation**—This pre-CPP workshop provides information and application to Job Corps training program opportunities available to low-income individuals between the ages of 16-24. Walk-ins are welcome. For more information call 269-383-2536 x115 or visit [www.jobcorps.gov/centers.aspx](http://www.jobcorps.gov/centers.aspx)

**Resume Building I Workshop**— This workshop will provide a general overview of a resume. It will cover the strong points of a resume and the benefits for building a strong one. Target audience should be someone who does not have a resume or someone who wants to overhaul their existing one. Presented by: Kevin Rikkers & Linda Lamorandier of Davenport University

**Resume Building II Workshop**— Pre-requisite to this workshop, you must have already attended the Resume I workshop. In this workshop we will go over what we discussed and the recommended changes from the first workshop to come up with a final draft.

Presented by: Kevin Rikkers & Linda Lamorandier of Davenport University

**Roll It, Take It, Leave It, Move It**—Know your employer retirement plan options is a seminar designed to help clients and prospects who recently switched jobs, retired or are facing unemployment due to a layoff or downsizing determine what to do with their employer retirement savings plan. At the seminar participants will learn the five most common distribution options.

Presented by: Brian Spitzley, Financial Advisor with Edward Jones, Member SIPC

**WorkKeys Testing**—Fee based weekly testing is available for those who are ready. Successful completion of all three required WorkKeys Tests (Reading, Math & Locating Information); you will qualify for the **Michigan National Career Readiness Certificate**. KeyTrain is available to assist with test preparation. Please call 269-383-2536 ext. 110 to schedule appt. Proctored by: ES Staff in the Computer Lab