



# Job Preparation Workshops

## March 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>
1 <b>Job Corps Orientation</b> 1:00 pm	2	3	4 <b>Email &amp; You</b> 10:30 am	5
8 <b>Disability In The Workplace</b> 10:00 am <b>Job Corps Orientation</b> 1:00 pm	9 <b>Resume Building</b> 2:00 pm  <i>NEW!!!</i>	10	11 <b>Computer Basics</b> 10:30 am	12 <b>Career vs. Job</b> 12:00 pm
15 <b>Job Corps Orientation</b> 1:00 pm	16 <b>Job Interviewing Skills</b> 2:00 pm	17	18	19
22 <b>Job Corps Orientation</b> 1:00 pm	23 <b>Basic Keyboarding</b> 12:30 pmm	24	25 <b>Computer Basics</b> 10:30 am	26
29 <b>Job Corps Orientation</b> 1:00 pm	30 <b>Ask The Recruiter</b> 2:00 pm  <i>NEW!!!</i>	31		<b>On going WorkKeys Testing. Please call for dates and times information on the back.</b>

**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!**

**Ask the recruiter-** This is your chance to meet with a recruiter from human resources to ask any question that you have related to hiring, interviewing, application, and job searching. Come prepared with questions that you have or scenarios that you have encountered and weren't sure how to handle. This will be an open forum set up.  
Presented by: Jennifer Alday, Associate Recruiter, Borgess Health

**Basic Keyboarding**—Learn the proper technique of using the keyboard and improve speed and accuracy.  
Presented by: Ave Alvarez MI Works! Employment Services

**Career vs. Job**—It's all about attitude! Learn a bit about yourself in this high energy workshop that focuses on understanding the commitment, motivation & attitude that drives a career professional. Gain insight to the secret of success & experience the difference it can make at work, home & your entire life!  
Presented by: H & R Block  
Arcadia Room

**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

**Disability In the Workplace**—People with disabilities have a lot to think about when it comes to work. No matter what your current situation, this workshop will teach you what you need to know. We will discuss what services are available to you to find a job, how to market yourself, key points of the American with Disabilities Act, how working may affect your benefits and broaching the subject of your disability with your employer.  
Presented by: Heather Finch, Supported Employment Specialist with  
Guardian Trac

**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

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**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)

**Job Interviewing Skills**— This workshop will give you insight into tips and techniques that will help you during an interview.

Presented by: Jennifer Alday, Associate Recruiter, Borgess Health

**Resume Building 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. We will build this into a series of workshops involving rough drafts and Critiquing.

Presented by: Kevin Rikker & Linda Lamorandier of Davenport College

**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

**Flexible people never get bent out  
of shape!**