



# Job Preparation Workshops September 2010



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

Mon	Tue	Wed	Thu	Fri
<b>ALL WORKSHOPS ARE 2 HOURS UNLESS OTHERWISE NOTED.</b>	<b>On going WorkKeys testing. Please call for dates and time. More information on the back.</b>	1	2	3
6 <b>CLOSED IN OBSERVANCE OF LABOR DAY!</b>	7 <b>Interviewing Tips</b> 10:00 a.m.	8	9 <b>Beginning Resume Writing I</b> 2:00 pm	10
13 <b>Job Corps Orientation</b> 1:00 pm	14	15 <b>Personality Self Assessment</b> 9:00– a.m. <b>Job Search Resources</b> 1:30 p.m. <b>Computer Basics</b> 900 a.m.	16 <b>Email and You</b> 10:30 a.m.	17
20 <b>Job Corps Orientation</b> 1:00 pm <b>Roll It, Take It, Move It</b> 11:00 am <b>Employability Skills (1 of 4)</b> 8:30 am	21	22 <b>Employability Skills (2 of 4)</b> 8:30 am <b>Networking &amp; Technology</b> 1:30 pm	23 <b>Cover Letters</b> 1:00 p.m. <b>Resume Building Part II</b> 2:00 pm <b>Weatherization Tips &amp; Tricks</b> 3:30 pm	24
27 <b>Employability Skills (3 of 4)</b> 8:30 am <b>Job Corps Orientation</b> 1:00 pm	28	29 <b>Employability Skills (4 of 4)</b> 8:30 am	30	31

Michigan Works! Service Center  
1601 S. Burdick St.  
Kalamazoo, MI 49001

An equal opportunity employer/program supported by the State of Michigan.  
Auxiliary aids and services are available upon request to individuals with  
disabilities—Michigan Relay Center 1-800-649-3777 (Voice and TTY).

Operated by Youth Opportunities Unlimited  
269-383-2536 ext. 110  
www.mweskal.org

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!

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**Affordable Housing**—Learn about places in the community that can assist with housing and landlord rights. **Presented by: Housing Resources, Inc.**

**Beginning Resume Writing**— This workshop will provide the beginning stages 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: Linda Lamorandier of Davenport University**

**Resume Building II Workshop**— Pre-requisite to this workshop, you must have already attended the Beginning Resume Writing 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: Linda Lamorandier of Davenport University**

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

**Presented by: Kevin Ridders of Davenport University**

**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: MI Works! Employment Services**

**Employability Skills Certificate** - Come join this **four day** Employability Skills Workshop. You must be willing and available **four consecutive days (8:30 – 12:30)**, to attend. Upon successful completion you will receive an Employability Skills Certificate that will highlight the **essential core skills** required to be successful in today's workforce. You will also be invited as an elite group that will receive invitations to social networking events with local employers. Please have a Talent Bank resume, and be able to commit for **4 half days** before signing up for this exciting workshop.

**Presented by: MI Works! Employment Services**

**Job Search Resources via Kalamazoo Public Library**

Become a savvy job seeker using a variety of searching tools. Learn about many helpful library materials, including employer databases, and discover community and Internet resources.

**Presented by: The Kalamazoo Public Library.**

**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)**

**Interviewing Tips** Learn how to prepare for an interview and ways to leave a better impression during the interview. **Presented by: MI Works! Employment Services**

**Networking and Technology** An overview of networking will be presented along with why it is important in a job search, how to do it and how the use of technology and the internet can enhance the ability to network during a job search including which types of social networking are the most helpful for various types of jobs/careers. The format will be information only (NO computer access for participants) and general enough for all job seekers.

**Presented by: MI Works! Employment Services**

**Personality Self Assessment** Participants will gain an understanding of the 4 basic personality/behavioral types based on the DISC Profiling System. This understanding can assist you with getting and keeping a job by knowing how to best interact and relate to others. It may also improve understanding and interaction in your personal relationships. **Presented by: MI Works! Employment Services**

**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

**Computer Basics**—Learn the foundation of basic computer skills such as how to use a mouse and keyboard etc. **Presented by: MI Works! Employment Services**

**Weatherization Tips & Tricks**—Learn tips and tricks to prepare your home for the winter. **Presented by: Housing Resources Inc.**