



Job Preparation Workshops 2010

JULY



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

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|---|
| | | | 1 <u>UA Profiling Workshop</u> 11:00 Presented by: Jim | 2 <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister |
| 5 <i>Holiday Closed</i> | 6 | 7 <u>Computer Basics</u> 11:00 am Presented by: Jim <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister | 8 <u>UA Profiling Workshop</u> 11:00 Presented by: Jim | 9 <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister |
| 12 <u>Job Search Techniques</u> 11:30 pm Presented by: Britney <u>Employability Skills</u> 8:00—12:00 Presented by: Shelly | 13 <u>Employability Skills</u> 12:30—4:30 Presented by: Shelly | 14 <u>Microsoft Word</u> 1:00 Presented by Pedro <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister | 15 <u>UA Profiling Workshop</u> 11:00 Presented by: Jim | 16 <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister |
| 19 <u>Microsoft Excel</u> 1:00 pm Presented by: Pedro <u>Employability Skills</u> 8:00 - 12:00 Presented by: Shelly | 20 <u>Employability Skills</u> 12:30—4:30 Presented by: Shelly | 21 <u>Resume Building</u> 11:30 Presented by: Britney <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister | 22 <u>Disability in the Workplace</u> 2:00 Presented by Heather <u>UA Profiling Workshop</u> 11:00 Presented by: Jim | 23 <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister |
| 26 <u>Computer Basics</u> 1:00 pm Presented by: Bob | 27 | 28 <u>Job Corps Orientation</u> 11:00 Presented by: Windy <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister | 29 <u>UA Profiling Workshop</u> 11:00 Presented by: Jim | 30 <u>Work Keys Testing</u> 9:30 -1:00 Must Preregister |

Michigan Works! Service Center
16587 Enterprise Drive
Three Rivers, MI 49093

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).

Contact Michigan Works! For reservations.
269-273-2717

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 as how to use the mouse and keyboard etc.

Presented by: Pedro Sanchez and Bob Wojciechowski MI Works! Employment Services

Email Basics 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: Bob Wojciechowski MI Works! Employment Services

Financial Aid Learn “basic” information on the first steps in completing the FAFSA (Pell Grant) worksheet and FAFSA online.

Presented by: Shelly Bixler-Martin MI Works! Employment Services

In the Workplace with a Disability 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. The workshop is presented by Heather Finch, a supported employment specialist who works with people with disabilities to find employment in the community.

Presented by: Heather Finch. GuardianTrac

The Ins and Outs of the Keyboard and Mouse Learn the proper technique of using the keyboard and mouse to improve speed and accuracy.

Presented by: Jim Kelley 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 16 and 24 years old. Walk-ins welcome. For more information call 269/383-2536 x 115 or visit

<http://www.jobcorps.gov/centers.aspx>.

Presented by: Windy Rae. Job Corps

Employability Skills This is a skills certification program that provides Training/testing in the 12 most in demand “soft skills” that today’s Employers have determined are the most critical to their needs. Upon Successful completion of these classes, you will be issued a certificate.

Job Search Techniques Learn to become more effective at job searching on the Internet. Topics covered: Learn about the resources available for you to use in your job search and put some of them to work for you in this informational workshop.

Presented by: Britney Meyers MI Works! Employment Services

KeyTrain KeyTrain is a comprehensive, yet easy to use system for improving the basic skills measured by the WorkKeys Assessment System. Using KeyTrain, you can assess your potential WorkKeys score, review topics in each WorkKeys skill area, and practice problems similar to those on an actual WorkKeys assessment. The KeyTrain system includes targeted, self-paced instructions, pre- and post assessments, a complete learning management system and an occupational job profiles database. These components can be used to help individuals learn, practice and demonstrate the skills they need to succeed in the jobs and careers they desire. This workshop takes place at Glen Oaks Community College.

Presented by: Bob Wojciechowski MI Works! Employment Services

Microsoft Basics Learn the basics of Microsoft Word and Excel. This workshop will cover skills in operating Microsoft Word, a word processing program that is used more frequently than any other. We will also offer Microsoft Excel, a spreadsheet program used by many companies. It is strongly recommended that workshop participants have basic keyboarding skills & fundamental knowledge of computer operations.

Presented by: Pedro Sanchez MI Works! Employment Services

Resume Building Learn effective ways to build your resume so employers take notice.

Presented by: Britney Meyers MI Works! Employment Services

WorkKeys Testing Fee based weekly testing is available for those who are ready. Successful completion of all three required WorkKeys Tests (Reading for Information, Applied Math and Locating Information), will qualify you for the **Michigan National Career Readiness Certificate**.

You must preregister for WorkKeys testing. It takes place at either Glen Oaks Community College or our WorkKeys testing site in Three Rivers.

Proctored by: Cheri Bouterse MI Works! Employment Services

UA Profiling Workshop A mandatory workshop at direction of the UIA. Voluntary participants are welcome. MWA program/facility information.