



## Kalamazoo Job Preparation Workshops April 2011



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

Mon	Tue	Wed	Thu	Fri
<p>4 <b>Employability Skills (3 of 4)</b> 8:30-12:30 <b>Job Corps Orientation</b> 1:00 pm</p>	<p>5 <b>MPRI-Skill Building (2 of 2)</b> 1:00—4:00</p>	<p>6 <b>Employability Skills (4 of 4)</b> 8:30-12:30 <b>Resume Writing</b> 2:00 pm</p>	<p>7 <b>MPRI-Applications</b> 10:00 am</p>	<p>8</p>
<p>11 <b>Job Corps Orientation</b> 1:00 pm <b>Roll It, Take It, Leave It, Move It</b> 11:00 am</p>	<p>12 <b>MPRI-Skill Building (1 of 2)</b> 1:00—4:00 <b>Cover &amp; Follow Up Letters</b> 2:00 pm</p>	<p>13 <b>Computer Basics</b> 9:30 am</p>	<p>14</p>	<p>15 <b>Networking and Technology</b> 10:00 am</p>
<p>18 <b>Job Corps Orientation</b> 1:00 pm</p>	<p>19 <b>MPRI-Skill Building (2 of 2)</b> 1:00—4:00 <b>Interviewing Tips</b> 1:30 pm</p>	<p>20 <b>Personality Self Assessment</b> 9:00 am <b>Email &amp; You</b> 9:30 am <b>Affordable Housing Options</b> 2:00 pm</p>	<p>21 <b>MPRI Interviewing</b> 10:00 am <b>Career Ready 101 &amp; ONET</b> 2:30 pm</p>	<p>22</p>
<p>25 <b>Job Corps Orientation</b> 1:00 pm</p>	<p>26 <b>MPRI-Skill Building (1 of 2)</b> 1:00—4:00 <b>LinkedIn.com</b> 2:00 pm</p>	<p>27 <b>Veterans Employment Services</b> 2:00 pm</p>	<p>28 <b>All workshops are 1-2 hours unless otherwise noted.</b></p>	<p>29 <i>Please call for dates and times of ongoing <b>WorkKeys Testing</b>. More information on the back.</i></p>

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. **WORKSHOPS ARE 1-2 HOURS UNLESS NOTED.**

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

**Career Ready 101 and ONET** Learn how to utilize CareerReady101.com for career exploration and interest survey. See how ONET can provide information on wages, transferable skills, and WorkKeys scores to enhance your resume.

**Computer Basics** Learn the foundation of basic computer skills such as how to use a mouse and keyboard, how to access the internet, and set up documents and files.

**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**

**Education Tuition and Fees Deduction** This easy intro to our tax system will explore ways to keep more money in your pocket, including allowable deductions for qualified tuition, expenses and fees. **For more information call Dorothy Steffey-Wagner, H&R Block @ 269-345-6731.**

**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 to assist with your job search.

**Employability Skills** This 16 hour workshop consists of 4 sessions (4 hours each). Topics include: resumes, job search development and 12 higher level "soft skills" valuable in all work environments. Session guidelines include: Being on time, active participation, demonstration of a positive/respectful attitude and completion of 2+ hours of homework. Please read the information flyer before signing up.

**Interviewing Tips** Information on how to interview and the confidence to talk positively about yourself and your skills including the do's and don'ts of interviewing before, during, & after.

**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 information call 269-383-2536 x115 or visit [www.jobcorps.gov/centers.aspx](http://www.jobcorps.gov/centers.aspx)**

**MPRI (Michigan Prisoner Re-Entry Initiative)** workshops are for those with a felony or misdemeanor background ONLY. NO late arrivals. Flyer available at Michigan Works! for more details. **To reserve your spot call 488-7516 or 488-7517.**

**APPLICATIONS:** Put your best foot forward. Your application is what gets you the interview!

**INTERVIEWING:** Learn how to answer those tough questions. The interview gets you the job!

**SKILL BUILDING:** Get it all in this 2 session workshop. Recognize your skills and build your confidence.

**LinkedIn.com** If you're not using LinkedIn for your job search, you are missing out on an effective way to network using the internet. Learn what LinkedIn can offer and take this opportunity to set up your personal profile.

**MRS Promoting Your Abilities** Michigan Rehabilitation Services (MRS) and Disability Network partner with individuals and employers to achieve quality outcomes and independence for individuals with disabilities. Come and see if we can help you in your job search and return to work! **Presented by: MRS & Disability Network**

**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 your ability to network. We will cover which types of social networking are the most helpful for various types of jobs/careers. The format will be informational only (NO computer access for participants) and general enough for all job seekers.

**Personality Self Assessment** Participants will gain an understanding of the 4 basic personality or 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.

**Resume Writing** This workshop will provide the beginning stages of a resume. It will cover the major 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**

**Roll It, Take It, Leave It, Move It** This is a seminar designed to help those who recently switched jobs, retired or are facing unemployment determine what to do with their employer retirement savings plan. At the seminar participants will learn the five most common distribution options. Ask for handout for more information.

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

**Veterans Employment Services** This workshop is for veterans who are interested in how and when they are given priority for trainings and employment. We will also review the many training opportunities and job search assistance that can be accessed here at Michigan Works.

**(WorkKeys Testing) National Career Readiness Certification** Fee based weekly testing is available for those who are ready. Successful completion of all three required WorkKeys Tests (Reading, Math & Locating Information) will qualify you for the **Michigan National Career Readiness Certificate**. **KeyTrain is available to assist with test preparation.** Call 269-383-2536 ext 110 to schedule an appointment.