



All current workshops are offered virtually through Zoom. Please register online at:  
[jobs.westmiworks.org/calendar](https://jobs.westmiworks.org/calendar)

# FEBRUARY 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1</b> <b>WorkReady:</b> Teamwork 9:30am Communication 11am-12:30pm Responsibility 1pm	<b>2</b> <b>WorkReady:</b> Workplace Management 9:30am Time Management 11am Innovation 1:30pm Introduction to Interviewing 1pm	<b>3</b> <b>WorkReady:</b> Reasoning 9:30am Adaptability 11am Decisiveness 1:30pm Introduction to Resumes 1pm	<b>4</b> <b>WorkReady:</b> Workplace Management 9:30am Teamwork 1pm Communication 1:30-3pm	<b>5</b> <b>WorkReady:</b> Responsibility 9:30am Time Management 1pm Self-Esteem 11am
<b>8</b> Introduction to Resumes 9:30am <b>WorkReady:</b> Workplace Management 11am Time Management 1pm	<b>9</b> <b>WorkReady:</b> Communication 9:30 - 11am Responsibility 1pm Teamwork 1:30pm Introduction to Interviewing 11am	<b>10</b> Leadership Styles 9:30am Cover Letter Writing 11am-12:30pm Taking Back Your Finances 1pm <b>WorkReady:</b> Innovation 1pm	<b>11</b> <b>WorkReady:</b> Decisiveness 9:30am Reasoning 1pm Adaptability 1:30pm	<b>12</b> <b>WorkReady:</b> Time Management 9:30am Responsibility 11am Communication 1 - 2:30pm
<b>15</b> CLOSED FOR PRESIDENTS' DAY	<b>16</b> <b>WorkReady:</b> Workplace Management 9:30am Teamwork 11am Reasoning 1:30pm Introduction to Interviewing 1pm	<b>17</b> <b>WorkReady:</b> Adaptability 9:30am Innovation 11am Introduction to Resumes 1pm Goal Setting 1:30	<b>18</b> <b>WorkReady:</b> Decisiveness 9:30am Communication 1:30-3pm Job Searching as an Experienced Worker 1pm	<b>19</b> <b>WorkReady:</b> Responsibility 9:30am Time Management 11am Workplace Management 1pm
<b>22</b> <b>WorkReady:</b> Communication 9:30-11am Teamwork 11am Introduction to Resumes 1pm	<b>23</b> <b>WorkReady:</b> Time Management 9:30am Workplace Management 11am Decisiveness 1:30pm Cover Letter Writing 1-2:30pm	<b>24</b> <b>WorkReady:</b> Innovation 9:30am Adaptability 1:30pm Job Searching with a Criminal Background 11am Introduction to Interviewing 1pm	<b>25</b> <b>WorkReady:</b> Reasoning 9:30am Communication 1 - 2:30pm Responsibility 1:30pm	<b>26</b> <b>WorkReady:</b> Workplace Management 9:30am Time Management 11am Teamwork 1pm
			<b>HOW TO REGISTER AT WESTMIWORKS.ORG</b> 1. Click "GO" in the Job Seekers box 2. Click "Job Seeker Events" in the upper, right corner 3. Click on your county 4. Click on the workshop you want 5. Fill in the form and click "Submit Your Registration"	

West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. West Michigan Works! is supported by state and federal funds; more details at [westmiworks.org/about/](https://westmiworks.org/about/).



# WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge. Workshops are 75 minutes unless otherwise noted.

## **WORKSHOPS FOR ASSISTANCE WITH FINDING EMPLOYMENT\***

**\*MUST REGISTER IN ADVANCE** - Register online: [jobs.westmiworks.org/calendar](https://jobs.westmiworks.org/calendar)

**INTRODUCTION TO RESUMES:** Learn the content and proper format of a resume. Participants will have the opportunity to apply this knowledge to their own resume at the end of the session.

**COVER LETTER WRITING (90 minutes):** Create a good first impression with an effective cover letter. Learn layout and format guidelines as well as content suggestions.

**INTRODUCTION TO INTERVIEWING:** What you wish you knew before the interview. Learn interviewing tips and how to answer a variety of questions.

**EMPLOYABILITY SKILLS - WorkReady: To find out which modules are best for you, please take the online preassessment prior to registering.** In this employability skills series, you will focus on building the skills employers are looking for, like time management, communication, teamwork and more. This workshop series can help you stand out from the crowd to employers. Please note the Communications WorkReady workshop is 90 minutes, all others are 75 minutes.

**SELF ESTEEM:** The job search process can be stressful, and for some people, it can affect their confidence and self-esteem. This workshop will introduce the concept of self-esteem and why it's important in both your professional and personal life. Tips and tools to maintain your self-esteem will also be discussed.

**GOAL SETTING:** This workshop will focus on action-oriented goal setting and will offer strategies to help you set and reach your goals, including an in depth look at the SMART goal setting technique. Common barriers to goal setting and ways to combat procrastination will also be discussed.

**JOB SEARCHING FOR THE EXPERIENCED WORKER:** This workshop is designed to assist Job Seekers who are 40+ years old. We will discuss the following:

- Identify misconceptions and how to overcome experience discrimination.
- Define and address employer perceptions of experienced workers.
- Identify strategies to show your value in the workforce.
- Recognize thoughts, attitudes and behaviors that work against obtaining employment.
- Evaluate the importance of salary expectations, retirement and other financial considerations.
- Identify a list of tools and resources to aid in your job search in today's world.

**JOB SEARCHING WITH A CRIMINAL BACKGROUND:** This virtual workshop provides helpful information about background checks and job search strategies for someone with a criminal background. You will learn how to navigate applications and how to answer specific interview questions regarding your criminal background. You will also get information about programs and resources that may be able to assist you with your job search efforts.

**LEADERSHIP STYLES:** You don't have to be a manager to be a leader. You might be asked in an interview what your leadership style is; be prepared to answer that question. This course will discuss the six different leadership styles by Daniel Goleman and help you determine what style of leader you are.

## **FINANCIAL MANAGEMENT\***

**\*MUST REGISTER IN ADVANCE** - Register online: [jobs.westmiworks.org/calendar](https://jobs.westmiworks.org/calendar)

### **TAKING BACK YOUR FINANCES:**

This class will give you a quick overview of various financial options that will help you manage your funds. It is designed for those looking for convenience and security in their banking relationship. Topics in the series include: Budgeting, Payday Advances, Credit Scores, Credit Repair and Credit Cards.

**A Pure Michigan Talent Connect profile must be completed before attending workshops: [mitalent.org](https://mitalent.org)**

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