



Register in advance: westmiworks.org/workshops
 Please arrive 10 minutes early to create a profile on Pure Michigan Talent
 Connect if you haven't already.

KENT COUNTY- Grand Rapids SE

APRIL 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Career Exploration 9-11am Job Search Techniques 1:30-2:30pm	2	3	4	5
8 Intro to Resumes 9-10am Cover Letter Writing 10:30-11:30am Intro to Interviewing 1:30-3pm	9	10	11	12
15 Computer Literacy 9-10am Computer Literacy 10-11am	16	17	18	19
22 Goal Setting 9-10am Self-Esteem 10:30-11:30am Job Searching for the Experienced Worker 1:30-3pm	23	24	25	26
29 WorkReady Communication 9-10:30am Leadership Styles 1:30-2:30pm	30		HOW TO REGISTER AT WESTMIWORKS.ORG 1. Hover over the Job Seekers dropdown box 2. Click the third option "Workshops" 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! in Kent County-Grand Rapids SE Service Center is located at: 121 Martin Luther King Jr. St SE, Grand Rapids, MI 49507



KENT COUNTY-Grand Rapids SE

WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge. You must register in advance online at: westmiworks.org/workshops. Workshops are 60 minutes unless otherwise noted.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

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: Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

INTRODUCTION TO INTERVIEWING (1.5 hours): 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.

CAREER EXPLORATION (2 hours): This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

JOB SEARCH TECHNIQUES: This workshop covers the basics of job search while incorporating tips on standing out in a competitive workforce. You will acquire a toolkit of resources to assist you in your job search.

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.

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.

A Pure Michigan Talent Connect profile must be completed on mitalent.org before attending workshops.

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West Michigan Works! in Kent County-Franklin Service Center is located at: 121 MLK Jr. St SE, Grand Rapids, MI 49507

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/.



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KENT COUNTY- Grand Rapids NW

APRIL 2024

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1 Introduction to Resumes 10-11:15am Cover Letter Writing 1:30-2:30pm	2 Leadership Styles 1:30-2:30pm	3 Intro to Interviewing 9-10:30am Self-Esteem 10:45-11:45am	4 Career Exploration 9-11am Job Search Techniques 1:30-2:30pm	5 Computer Literacy 9:30-10:30am Goal Setting 10:45-11:45am
8 Job Searching for the Experienced Worker 9:30-11am	9 Intro to Resumes 1:30-2:45pm	10 Computer Literacy 9:30-10:30am <i>WorkReady Reasoning</i> 10:45-11:45am	11 Cover Letter Writing 10:30-11:30am Intro to Interviewing 1:30-3pm	12
15 <i>WorkReady Communication Teamwork</i> 9-10:30am 10:40-11:40am	16	17 Career Exploration 10am-12pm	18	19 Computer Literacy 9:30-10:30am <i>WorkReady Adaptability</i> 10:45-11:45am
22 Introduction to Resumes 9-10am Introduction to Interviewing 10:15-11:45am	23	24 Computer Literacy 9-10am Cover Letter Writing 10:15-11:15am	25 Job Searching with a Criminal Background 9-10:30am Computer Literacy 1:30-2:30pm Computer Literacy 2:30-3:30pm	26 Job Searching for the Experienced Worker 9-10:30am Intro to Resumes 10:45am-12pm
29 Self-Esteem 9-10am <i>WorkReady Innovation</i> 10:15-11:15am	30 Job Searching for the Experienced Worker 1:30-3pm	HOW TO REGISTER AT WESTMIWORKS.ORG 1. Hover over the Job Seekers dropdown box 2. Click the third option "Workshops" 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! in **Kent County-Westside Service Center** is located at: 215 Straight Ave NW, Grand Rapids, MI 49504



KENT COUNTY: Grand Rapids NW

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

INTRODUCTION TO INTERVIEWING (1.5 hours): What you wish you knew before the interview. Learn interviewing tips and how to answer a variety of questions.

COMPUTER LITERACY: Intimidated by computers? Unfamiliar with how to use email or the internet? This 1-hour open lab covers basic computing needs to make your computer time more productive and enjoyable.

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.

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