



MARCH 2026 WORKSHOP CALENDAR

Allegan County
 West Michigan Works!
 Allegan Service Center
 3255 122nd Ave
 Allegan, MI 49010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Interviewing Skills 9:30-11:00am Cover Letter Writing 11:15-12:15pm Time Management 12:30-1:30pm	4	5 Job Search Techniques 9:30-11:00am Resume Writing (Spanish) 11:15-12:30pm WorkREADY Self-Management 12:35-2:05 pm	6
9	10 Resume Writing 9:30-11:00am Goal Setting 11:15-12:15pm WorkREADY Teamwork 12:30-1:30pm	11	12 Cover Letter Writing 9:30-11:00am Resume Writing (Spanish) 11:15-12:30pm WorkREADY Problem-Solving 12:35-02:05pm	13
16	17 Cover Letter Writing 1:30-3:00pm	18	19 Job Search Techniques 9:30-11:00am Resume Writing (Spanish) 11:15-12:30pm WorkREADY Communication 12:35-02:05pm	20
23	24 Resume Writing 9:30-11:00am Take-Out Series Personal Branding 11:15-12:15pm Take-Out Series LinkedIn 12:30-1:30pm	25	26 Interviewing Skills 09:30-11:00pm WorkREADY Decision -Making 12:30-2:00pm	27
30	31 Interviewing Skills 9:30-11:00am Leadership Styles 11:15-12:15pm Self-Esteem 12:30-1:30pm		REGISTER TODAY 1. Visit westmiworks.org/workshops/ 2. Use the filters on the left to select your county 3. Click on the workshop you want 4. Click "Going" under the RSVP 5. Fill in the form and click "Finish"	



WORKSHOP DETAILS

Please take the WorkREADY [online pre-assessment](#) prior to registering for WR.



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. Please note the start and end times of the workshop before registering.

Job Search Techniques: Job searching in today's world should be an intentional practice that aligns with you and your goals. This workshop will explore how to build your personalized job search plan and offers a toolkit of resources to assist you.

Resume Writing: Learn the content and proper format of today's resumes. Current industry standards and helpful resources will be discussed.

Cover Letter Writing: Create your best first impression! Learn how to write an effective cover letter, including layout and format guidelines as well as content suggestions.

Interviewing Skills: Learn tips for before, during and after the interview. Strategies on how to navigate various interview types (in-person, phone, virtual) and how to answer difficult interview questions will be explored.

Computer Literacy: Intimidated by computers? Wanting to take the next step in your career but lacking certain technology skills? This open lab covers basic computing needs to make your time online more productive and enjoyable.

Entrepreneurship 101: Are you interested in starting your own business, but are not sure where to start? Interested in a small side-hustle or starting the next leading company in an industry? Entrepreneurship 101 is here to help you begin that journey. This discussion-based workshop will provide key questions for you to explore how to build a robust business plan. This workshop covers seven key building blocks of your business: Vision, Mission, and Values, Marketing Analysis, Products & Services, Marketing Strategy, Operations, Financial Empowerment, and Business Finance.

Job Searching for the Experienced Professional: This workshop is designed for job seekers who are 40+ years old and highlights strategies on how to show your value as an experienced worker.

Job Searching with a Criminal Background: This workshop provides job search strategies for those with a criminal background and how to answer specific interview questions.

Goal Setting: This workshop focuses on action-oriented goal setting and offers strategies to help you set and reach your goals, including an in-depth look at the SMART goal setting technique.

Self Esteem: The job search process can be stressful. For some, it can affect their confidence and self-esteem. This workshop introduces the concept of self-esteem as it relates to both your professional and personal life.

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 workshop discusses the six leadership styles by Daniel Goleman and will help you determine the style of leader you are.

EMPLOYABILITY SKILLS - WorkREADY: Employability Skills Series: In this targeted interactive workshop series, you will focus on building the skills employers are looking for most – Communication, Teamwork, Self-Management, Decision-Making, and Problem-Solving. To find out which modules are best for you, please take the online pre-assessment before registering.

Take-Out Series: Are you interested in improving your skills in a quick and accessible format? Join us for 50-minute workshops that can give you a competitive edge in both your job search and in your career. We take a practical approach to **LinkedIn, Google Basics, Personal Branding, and Financial Literacy**, then send you tools and resources that you can use at your own pace.

How AI Can Help You Get the Job: In today's evolving job market, artificial intelligence (AI) is changing the way we search for work and navigate the workplace. This interactive workshop will introduce you to the powerful role AI plays in job searching and career development. We will explore how AI tools—like résumé builders, job matching platforms, and interview simulators—can help highlight your skills and improve your chances of landing the right job. We'll also take a realistic look at the challenges AI brings, including issues around fairness, privacy, and the need for human connection in hiring.

By the end of the session, you will leave with practical tips, tools, and a better understanding of how to use AI confidently and responsibly in your career journey.