



MARCH 2026 WORKSHOP CALENDAR

Ionia County
 West Michigan Works!
 Ionia Service Center
 603 W Adams St
 Ionia, MI 48846

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Interview Techniques 8:30-10am Self-Esteem 10-11:30am Job Search for the Experienced Worker 1:30-3pm	4	5	6 Job Search Techniques 9-10:30am Resume Lab 10:30-12pm Time Management 1:30-3pm
9	10 WorkREADY Communication 8:30-10am Computer Literacy 10-11:30am Cover Letter Writing 1:30-3pm	11	12	13 Goal Setting 9-10:30am Resume Lab 10:30-12pm Goal Setting 1:30-3pm
16	17 Computer Literacy 8:30-10am How AI Can Help you get the WorkREADY Teamwork 10-11:30am 1:30-3pm	18	19	20 Resume Writing 9-10:30am Resume Lab 10:30-12pm Leadership Styles 1:30-3pm
23	24 Job Search Techniques 8:30-10am Entrepreneurship 101 10-11:30am WorkREADY Decision-Making 1:30-3pm	25	26	27 Financial Literacy 9-10:30am Resume Lab 10:30-12pm Google Basics 1:30-3pm
30	31 Computer Literacy 8:30-10am Computer Literacy Lab 10-11:30am WorkREADY Self-Management 1:30-3pm	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"		

West Michigan Works! in Ionia Service Center is located at: 603 W. Adams St., Ionia, MI 48846



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.