




Job Preparation Workshops November 2009



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

Mon	Tue	Wed	Thu	Fri
<p>2 Email Basics 1:00pm—2:00 pm Presented by: Britney</p>	<p>3 Work Keys Testing 12:00 pm Glen Oaks Comm. College <i>(fee based) Need to preregister</i></p>	<p>4 MS Word Basics 1:00 pm—2 Presented by: Sarah</p>	<p>5 Work Keys Testing 12:00 pm Glen Oaks Comm College <i>(fee based) Need to preregister</i></p>	<p>6 Work Keys Testing 8:30 am Glen Oaks Comm. College <i>(fee based) Need to preregister</i></p>
<p>9 Financial Aid 11:00 am—12:00 pm Presented by: Shelly</p>	<p>10 Work Keys Testing 12:00 pm Glen Oaks Comm. College <i>(fee based) Need to preregister</i></p>	<p>11 <i>Office closed for Veteran's Day</i></p>	<p>12 Work Keys Testing 12:00 pm Glen Oaks Comm College <i>(fee based) Need to preregister</i></p>	<p>13 Work Keys Testing 8:30 am Glen Oaks Comm. College <i>(fee based) Need to preregister</i></p>
<p>16 KeyTrain Workshop 1:00 pm—2:00 pm Presented by: Bob</p>	<p>17 Work Keys Testing 12:00 pm Glen Oaks Comm. College <i>(fee based) Need to preregister</i></p>	<p>18 Ins and Outs of the Keyboard and Mouse 11:00 am—12:00 pm Presented by: Jim</p>	<p>19 Work Keys Testing 12:00 pm Glen Oaks Comm College <i>(fee based) Need to preregister</i></p>	<p>20 Work Keys Testing 8:30 am Glen Oaks Comm. College <i>(fee based) Need to preregister</i></p>
<p>23 Job Search Techniques 1:00 pm—2:00 pm Presented by: Sarah</p>	<p>24 Work Keys Testing 12:00 pm Glen Oaks Comm. College <i>(fee based) Need to preregister</i></p>	<p>25 Resume Building 1:00 pm—2:00 pm Presented by: Britney</p>	<p>26 Happy Thanksgiving!</p> 	<p>27 <i>Office closed</i></p>
<p>30 Computer Basics 1:00 pm—2:00 pm Presented by: Bob</p>				

Michigan Works! Service Center
16587 Enterprise Drive
Three Rivers, MI 49093

An equal opportunity employer/program supported by the State of Michigan.
Auxiliary aids and services are available upon request to individuals with
disabilities—Michigan Relay Center 1-800-649-3777 (Voice and TTY).

Contact MichiganWorks! For reservations.
269-273-2717

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!

The Ins and Outs of the Keyboard and Mouse Learn the proper technique of using the keyboard and mouse to improve speed and accuracy. Presented by: Jim Kelley and Bob Wojciechowski MI Works! Employment Services

Computer Basics Learn the foundation of basic computer skills as how to use the mouse and keyboard etc. Presented by: Jim Kelley MI Works! Employment Services

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: Sarah Matz MI Works! Employment Services

Email Basics 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 account. Presented by: Bob Wojciechowski MI Works! Employment Services

Job Search Techniques Learn to become more effective at job searching on the Internet. Topics covered: Learn about the resources available for you to use in your job search and put some of them to work for you in this informational workshop. Presented by: Sarah Matz MI Works! Employment Services

MS Word Basics Learn the basics of Microsoft Word. This workshop will cover skills in operating Microsoft Word, a word processing program that is used more frequently than any other. It is strongly recommended that workshop participants have basic keyboarding skills & fundamental knowledge of computer operations. This is a basic/beginner workshop. Presented by: Sarah Matz MI Works! Employment Services

Michigan Talent Bank What can the Talent Bank do for you? All the details you need to know to help you find that job! Objectives, Job Searches, Resume pointers. There is a lot to know about the Talent Bank that will be helpful.

Presented by: Bob Wojciechowski MI Works! Employment Services

Using the Career Portal Search for jobs, start a business, find financial aid for schools and job training resources. Learn about careers and new occupations. Connect to resources for employers, teachers, students and parents. Presented by: Bob Wojciechowski MI Works! Employment Services

Resume Building Learn effective ways to build your resume so employers take notice. Presented by: Britney Meyers MI Works! Employment Services

Financial Aid Learn “basic” information on the first steps in completing the FAFSA (Pell Grant) worksheet and FAFSA online. Presented by: Shelly Bixler-Martin MI Works! Employment Services

WorkKeys Testing Fee based weekly testing is available for those who are ready. Successful completion of all three required WorkKeys Tests (Reading for Information, Applied Math and Locating Information), will qualify you for the **Michigan National Career Readiness Certificate**. You must preregister for WorkKeys testing. Proctored by: Bob Wojciechowski MI Works! Employment Services

KeyTrain KeyTrain is a comprehensive, yet easy to use system for improving the basic skills measured by the WorkKeys Assessment System. Using KeyTrain, you can assess your potential WorkKeys score, review topics in each WorkKeys skill area, and practice problems similar to those on an actual WorkKeys assessment. The KeyTrain system includes targeted, self-paced instructions, pre- and post assessments, a complete learning management system and an occupational job profiles database. These components can be used to help individuals learn, practice and demonstrate the skills they need to succeed in the jobs and careers they desire. Presented by: Bob Wojciechowski MI Works! Employment Services