


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

Mon	Tue	Wed	Thu	Fri
WorkKeys Testing Earn NCRC <i>*By appointment only*</i>		1 Michigan Works! Orientation 10:00am - 11:00am	2	3 CLOSED
6 Computer Basics One-on-One <i>*By appointment only*</i>	7 Effective Resumes 10:00am - 12:00pm	8 Branch County HIRING BLITZ @ Kellogg Community College 9:30am—3:00pm	8 <i>Keep in touch with us</i> <i>on social media:</i> Facebook Twitter LinkedIn Pinterest	10 CLOSED
13 <i>*Job Corps*</i> By Appointment Only See Back For Details	14	15 ETS Paraprofessional Certification 9:30 am - 12:30 pm	16 Impactful Interviews 10:00am - 12:00pm	17 CLOSED
20 Mature Job Seeker 2:30pm - 4:30pm	21 Financial Literacy 2:30pm - 4:30pm	22	23	24 CLOSED
27 Closed for Memorial Day Holiday	28 Effective Resumes 2:30pm - 4:30pm	29 *Resume Reviews* Drop off your resume and have it reviewed by a staff member!	30 A proud partner of the  AmericanJobCenter® network	31 CLOSED

Employment training workshops are offered at the Michigan Works! Southwest Service Centers. Workshops are open to the public at no charge and focus on skills related to obtaining employment. **Questions or reservations, call or email us @ CareerServices@MiWorksSW.org**

Branch County HIRING BLITZ:

This is a Community Partnership with **Kellogg Community College, Michigan Works! Southwest, Branch Area Career Center and The Coldwater Area Chamber of Commerce.** For more information, call: **517-278-0033**
Hosted at the KCC GRAHL Center, 125 Seeley Street, Coldwater, MI

Time **9:30 a.m. to 3 p.m.** The focus of **The BLITZ** will be **College Students, Graduating Seniors, and ALL individuals seeking to change careers.**
Need help with your resume or learning how to succeed at a Job-Fair, come to your Michigan Works! Southwest for assistance, open Mon.-Thur. 9 a.m. -5 p.m.

Computer Basics To better meet the needs of our customer, staff will be available by appointment to provide one-on-one basic computer training, including: keyboarding, file and folder creation, internet basics, creating email accounts, attaching files and more. At registration, you will choose what you want to learn during your one hour appointment.

Effective Resumes This workshop will provide the early stages of a resume and cover the major points. If you want to understand the importance of having a "perfect" resume, this one is for you!

ETS Paraprofessional Certification

ETS is the testing service that qualifies paraprofessionals to work within school districts. If you need to take the test, please contact the service center at (517)278-0200 and we will be happy to assist you with your testing needs! The cost for the testing is \$55.00 and must come in the form of a credit card or money order/cashiers check made out to **KRESA -YOU.**

Prepare for ETS Testing with KeyTrain, a free self-directed, online training system. Call (517) 278-0200 or email us at: CareerServices@miworkssw.org for more information, to schedule testing or request a complimentary Key Train account.

Financial Literacy Learn the basics of financial literacy, including setting goals, budgeting, and using credit responsibly. If you want to understand the importance of having a financial plan, this workshop is for you.

Impactful Interviews Learn how to interview and have the confidence to talk positively about yourself and your skills, including some do's and don'ts before, during, and after the interview.

Job Corps : Call (517) 416-8160 or email beadenkopf.sarah@jobcorps.org for information on our **free** residential, education & job skill training program available to low-income young adults aged 16 to 24 years old.

The Mature Job Seeker Age discrimination is a convenient excuse when mature job seekers can't find work. While not denying that it doesn't happen, this workshop will discuss methods of minimizing the emphasis on age in the job search. Topics will include evaluating your options, resume writing and more.

Michigan Works! Orientation If you are interested in finding out about all of the services we offer at the Service Center, please join us for this hour long trip through our bevy of valuable services!

Resume Review This service is for all customers and available in all MI Works! Southwest locations, Branch, Calhoun, Kalamazoo and St. Joseph counties. Simply email or drop off your resume at the front desk and it will be reviewed within 7 to 10 business days and responded to via email!

CareerServices@miworkssw.org

WorkKeys Assessments/National Career Readiness Certification (NCRC)

Please call the Service Center to schedule. Fee based (cost \$36.00 money-order only). The NCRC demonstrates to employers that you have core workplace skills in Workplace Documents, Graphic Literacy, and Applied Mathematics. Earn your Michigan National Career Readiness Certificate by successfully completing all three WorkKeys tests. Prepare for WorkKeys with KeyTrain, a free self-directed, online training system. Call (517) 278-0200 x-0 or email us at: CareerServices@miworkssw.org for more information, to schedule testing or request a complimentary Key Train account.

Our Website: www.michiganworkssouthwest.org

Social Media Links:

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