


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

Mon	Tue	Wed	Thu	Fri
A proud partner of the  network	Keep in touch with us on social media: Facebook Twitter LinkedIn Pinterest	WorkKeys Testing Earn NCRC *By Appointment Only* See Back For Details	Resume Reviews Drop off your resume and have it reviewed by a staff member!	1
4	5 Making Strides for Employment 1:00pm-3:00pm	6 Michigan Rehabilitation Services Orientation 9:00am-11:00am Online Application Assistance 1:00pm-3:00pm	7 MI Works! SW Orientation 10:30am-11:30am	8 ETS Paraprofessional Certification 8:30am-12:00pm (KALAMAZOO COUNTY)
11 Michigan Works! @ Helen Warner Library 1:00pm-3:00pm Virtual Workshop Dealing with a Colorful Past	12	13 Michigan Rehabilitation Services Orientation 9:00am-11:00am Online Application Assistance 1:00pm-3:00pm ETS Paraprofessional Certification 9:30am-12:30pm (BRANCH COUNTY)	14 Impactful Interviews 1:30pm-3:30pm	15
18 Closed for Presidents Day	19 Youth Services Orientation 10:00am –12:00pm Making Strides for Employment 1:00pm-3:00pm	20 Michigan Rehabilitation Services Orientation 9:00am-11:00am Online Application Assistance 1:00pm-3:00pm	21 MI Works! SW Orientation 10:30am-11:30am	22
25	26	27 Michigan Rehabilitation Services Orientation 9:00am-11:00am Online Application Assistance 1:00pm-3:00pm	28 Impactful Interviews 1:30pm-3:30pm	Job Corps *By Appointment Only* See Back For Details

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**

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.

ETS Paraprofessional Certificate Testing: ETS is the testing service that qualifies paraprofessionals to work within school districts. If you need to take the test, in February we can arrange for you to take the test in Kalamazoo County or Branch County at our Service Centers. Please call 269-660-1412 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. or email us at: CareerServices@miworkssw.org for more information, to schedule testing or request a complimentary Key Train account.

Helen Warner Library One on One Job Success Planning: Are you in need of a nice professional looking resume? Do you need to practice your interviewing skills? Need some employment information on where to search for work? Come to this event to increase your OPPORTUNITY to secure a great and fruitful career.

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.

Making Strides for Employment: Do you want some insider information about exactly what employers are looking for related to your resume, cover letters, interviews, and when at work. Come and find out employer expectations straight from the mouths of employers!

Michigan Rehabilitation Services Orientation: Informational session to educate individuals on services offered through Michigan Rehabilitation.

Online Application Assistance: Do you need additional assistance when filling out applications online? Receive one on one assistance to guide you to completing your online applications.

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

Virtual Workshop, Dealing with a Colorful Past: This is a virtual workshop presented in Kalamazoo and accessed through Go-to-Meeting Software at service centers in Branch, Calhoun and St. Joseph Counties. This workshop helps people who have been in trouble with the law, incarcerated and/or terminated from work to get back on their feet, instilling hope and courage to put their best foot forward while job searching and interviewing.

Youth Services Orientation: Receive information on how Youth Services includes assistance with education completion, career pathway development, job search, job preparation, and training assistance for eligible youth ages 16-24.

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 National Career Readiness Certificate by successfully completing all three WorkKeys tests. Prepare for WorkKeys with KeyTrain, a free self-directed, online training system. Call (269) 660-1412 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

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