

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

Mon	Tue	Wed	Thu	Fri
A proud partner of the  network	1 Closed Happy New Year!	2 Michigan Rehabilitation Services Orientation 9:00am-11:00am Online Application Assistance 1:30pm-4:00pm	3 MI Works! SW Orientation 10:30am-11:30am Impactful Interviews 1:30pm-3:30pm	4
7	8 Making Strides for Employment 1:00pm-3:00pm	9 Online Application Assistance 1:30pm-4:00pm	10 Effective Resumes 1:30pm-3:30pm	11
14 Michigan Works! @ Helen Warner Library 1:00pm-3:00pm	15 Youth Services Orientation 10:00am –12:00pm	16 Michigan Rehabilitation Services Orientation 9:00am-11:00am Online Application Assistance 1:30pm-4:00pm	17 MI Works! SW Orientation 10:30am-11:30am Impactful Interviews 1:30pm-3:30pm	18 ETS Paraprofessional Certification 9:00am-12:00pm
21 Closed Martin Luther King Jr. Day	22 Making Strides for Employment 1:00pm-3:00pm	23 Online Application Assistance 1:30pm-4:00pm	24 Effective Resumes 1:30pm-3:30pm	25 *Resume Reviews* Drop off your resume and have it reviewed by a staff member!
28	29 Career Exploration 10:00am-12:00pm	30 Michigan Rehabilitation Services Orientation 9:00am-11:00am Online Application Assistance 1:30pm-4:00pm	31 <i>Keep in touch with us on social media:</i> Facebook Twitter LinkedIn Pinterest	Job Corps* By Appointment Only See Back For Details WorkKeys Testing Earn NCRC

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**

Career Exploration: At this workshop begin a new year by discovering occupations that are experiencing growth and develop a career course to achieve your employment goals.

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 Certificate Testing: 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 (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. Call (269) 660-1412 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

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

Social Media Links:

Facebook: <https://www.facebook.com/MiWorksSW>

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LinkedIn: <https://www.linkedin.com/in/miworkssw>

Twitter: <https://twitter.com/MiWorksSW>