

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

Mon	Tue	Wed	Thu	Fri
Keep in touch with us: <a href="#">Facebook</a>   <a href="#">Twitter</a> <a href="#">LinkedIn</a>   <a href="#">Pinterest</a>	<b>*Resume Reviews*</b> Drop off your resume and have it reviewed by a staff member!	<b>*Job Corps*</b> <b>By Appointment Only</b> <b>See Back For Details</b>	WorkKeys Testing EARN NCRC <b>*By Appointment Only*</b>	1 Michigan Works! Orientation 2:00pm—3:00pm
4 Effective Resumes 9:30am—11:30am	5 Impactful Interviews 2:00pm—4:00pm	6 Youth Services Orientation 3:30pm—4:30pm	7 Employability Skills (pre-employment) 10:30am—12:30pm	8 ETS Paraprofessional Certification 8:30am—12:00pm Michigan Works! @ The Gospel Mission 9:00am—11:00am
11 Dealing with a Colorful Past (Virtual) 2:00pm—4:00pm	12 Michigan Works! Orientation 9:00am—10:00am	13	14 Employability Skills (post-employment) 10:30am—12:30pm	15 Impactful Interviews 9:30am—11:30am
18 <b>Closed for            Presidents Day</b>	19 Effective Resumes 2:30pm—4:30pm	20 Business Etiquette – Greenleaf Hospitality Group 9:00am—11:00am	21 Employability Skills (pre-employment) 10:30am—12:30pm	22 Job Applications 9:30am—11:30am Michigan Works! @ The Gospel Mission 9:00am—11:00am
25	26 Job Applications 2:30pm—4:30pm	27	28 Employability Skills (post-employment) 10:30am—12:30pm	A proud partner of the  network

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. **Questions or reservations, call or email us @ [CareerServices@miworkssw.org](mailto: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 Math. 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 (269)383-2536 or email us at: [CareerServices@miworkssw.org](mailto:CareerServices@miworkssw.org) for more information, to schedule testing or request a complimentary Key Train account.

**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 (269)383-2536 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) 383-2536 or email us at: [CareerServices@miworkssw.org](mailto:CareerServices@miworkssw.org) for more information, to schedule testing or request a complimentary Key Train account.

**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!

**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.

**Michigan Works! Orientation** Would you like to come and learn about how Michigan Works! Southwest can help you during your job search? 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 many valuable services!

**Job Corps** : Call (517) 416-8160 or email [beadenkopf.sarah@jobcorps.org](mailto: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.

**Michigan Works! @ The Gospel Mission** Come meet one-on-one with a career specialist off-site at the Gospel Mission's I.D.E.A. center. You can receive help with resume writing, interview skills, and any other job related needs!

**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](mailto:CareerServices@miworkssw.org)

**Employability Skills**: In the Employability Skills Workshop, instructors discuss the entire process of employment – from filling out an application to interviewing, accepting the job offer, and tips on keeping employment – and offer helpful hints about how to succeed along the way.

**Dealing with a Colorful Past (Virtual Workshop)** Do you have "marks" on your record? Have you been terminated from positions? If you have had a hard time finding employment and are dealing with either of these issues, come join us for Dealing with a Colorful Past where we will discuss how to minimize potential damage of having past issues towards your job search.

**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.

**Job Applications**: Need help with filling out that online job application? Come join us for open computer lab time where we will assist you with job applications. A resume is not required, but if you have one please bring it with you for uploading to the computer.

**Business Etiquette with Greenleaf Hospitality Group**: New year, new career? Please join Jessica from Greenleaf Hospitality Group as she will be presenting on good Business Etiquette. This presentation will include the do's and the don'ts when applying for jobs, talking to employers, and interviewing for a job. There will be Q&A at the end so please bring all the questions you many have!

**Our Website:**

[www.michiganworkssouthwest.org](http://www.michiganworkssouthwest.org)

**Social Media Links:**

**Facebook:**

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

**Pinterest:**

<http://www.pinterest.com/MiWorksSW>

**LinkedIn:**

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

**Twitter:**

**Keep in touch with us on social media:**  
<https://twitter.com/MiWorksSW>