


*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 Closed Happy New Year!	2 CLOSED	3 ETS Paraprofessional Certification <i>*By Appointment Only*</i>	4 CLOSED
7 Computer Basics One-on-One <i>By Appointment only*</i>	8	9 CLOSED	10 Michigan Works! Orientation 10:00am - 11:00am	11 CLOSED
14	15 Impactful Interviews 2:00pm - 4:00pm	16 CLOSED	17 Effective Resumes 2:00pm - 4:00pm	18 CLOSED
21 Closed Martin Luther King Jr. Day	22 Effective Resumes 2:00pm - 4:00pm	23 CLOSED	24 Michigan Works! Orientation 2:00pm - 4:00pm	25 CLOSED
28 <i>*Resume Reviews*</i> Drop off your resume and have it reviewed by a staff member!	29 <i>Keep in touch with us on social media:</i> <a href="#">Facebook</a>   <a href="#">Twitter</a> <a href="#">LinkedIn</a>   <a href="#">Pinterest</a>	30 CLOSED	31 <i>*Job Corps*</i> <i>By Appointment Only</i> <i>See Back For Details</i>	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)**

**Computer Basics** *\*BY APPOINTMENT ONLY\** 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** *Please call the Service Center to schedule.*  
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)273-2717 and we will be happy to assist you with your testing needs! The cost for the testing is \$55.00 and payment 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) 273-2717 or email us at: [CareerServices@miworkssw.org](mailto:CareerServices@miworkssw.org) for more information, to schedule testing or request a complimentary Key Train account.

**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](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! 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](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 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 (269) 273-2717 or email us at: [CareerServices@miworkssw.org](mailto:CareerServices@miworkssw.org) for more information, to schedule testing or request a complimentary Key Train account.

**Our Website:** [www.michiganworkssouthwest.org](http://www.michiganworkssouthwest.org)

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