

# JANUARY 2018



**FREE!**

## Job Service Workshops

On Site Recruitments

<http://bit.ly/jcwmilw>

**Job Center Central**  
at Maximus

**4201 N. 27th Street, Milwaukee**  
On the 6th FLOOR

Monday	Tuesday	Wednesday	Thursday	Friday
 <b>New Years Day!</b> <b>OFFICE CLOSED</b>		<b>How to Write an Effective Resume'</b> 10:00 am to 11:30 am		
<b>Unemployment Online Claims Assistance</b> 9:30 am - 11:30 am  <b>LinkedIn 101</b> 10:00 am to 12:00 pm			<b>Intro to Computers</b> 9:30 am to 12:00 pm	
<b>Martin Luther King Day</b> <b>Office Closed</b>	<b>Social Media Transforms Job Search</b> 10:00 am to 12:00 pm  <b>Walk-in Resume Critique</b> 1:00 pm to 2:30 pm	<b>Interviewing</b> 9:30 am to 11:30 am		
<b>Unemployment Online Claims Assistance</b> 9:30 am - 11:30 am	<b>Mature Workers</b> 10:00 am to 12:00 pm  <b>Ability Profiler</b> 9:00 am to 11:00 pm	<b>Choice, Change &amp; Adjustment</b> 9:00 am to 10:30 am  <b>How to Write an Effective Resume'</b> 1:00 pm to 2:30 pm	<b>Career Development &amp; its Applications</b> 9:00am to 10:30am  <b>Intro to Computers</b> 9:30 am to 12:00 pm	<b>Get Motivated!</b> 9:00 am to 11:00 am
<b>Unemployment Online Claims Assistance</b> 9:30 am - 11:30 am		<b>Interviewing</b> 9:30 am to 11:30 am	You <u>Must</u> be registered on <a href="http://jobcenterofwisconsin.com">http://jobcenterofwisconsin.com</a> Before attending a workshop	

**Pre-registration is required. Call 979-9211.**

Or complete the form on the other side and return it to a Resource Room staff person.

### Former Offender Pipeline to Employment Seminars

**January 8th-12th and January 15th -19th**

**9:00am to 12:00pm**

**THIS IS A TWO WEEK PROGRAM**

#### Location

**Job Center Central**  
4201 N. 27th Street  
6th Floor

#### Information


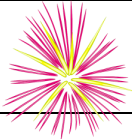
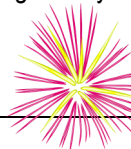
Call: 445-2005 ask for Jessie

Email: [Jessie.boothe@dwd.wi.gov](mailto:Jessie.boothe@dwd.wi.gov)


**Skills Test!**

**TapDance !!!** Test your keyboarding skills Monday thru Friday from 8:00am to 4:00pm  
**MUST** register in the JCC Resource Room for an appointment!

\*\*\*DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

<input checked="" type="checkbox"/> Workshops you will attend:	Workshop Descriptions
<b>Ability Profiler</b> 9:00 am - 11:00 am <input type="checkbox"/> Tuesday, Jan. 23	Ability Profiler Assessment Workshop can help you learn more about your abilities and see how your abilities compare to those used in careers that interest you. <b>Completion of the Career Cruising Matchmaker &amp; My Skills Assessment is a prerequisite.</b> Completing the <u>entire assessment requires 2 hours.</u>
<b>Career Development &amp; Its Application</b> 9:00 am - 10:30 am <input type="checkbox"/> Thursday, Jan. 25	The purpose of the workshop is to assist career/job seekers understand the steps in the career development process and why career choice and development theory is important. Finally, the workshop covers how to apply the theories. 
<b>Choice, Change and Adjustment</b> 9:00 am - 10:30 am <input type="checkbox"/> Wednesday, Jan. 24	This introductory workshop presents resources and info for you to increase your self awareness, consider choices and begin the process of Career Exploration and Planning.
<b>Get Motivated! Your Journey to Success</b> 9:00 am - 11:00 am <input type="checkbox"/> Friday, Jan. 26	This interactive and motivational session is aimed at using strategies to help you reach your goals on the journey to success.
<b>How to Write an Effective Resume'</b> 1:30 pm - 3:00 pm   10:00-11:30am <input type="checkbox"/> Wed., Jan. 3   <input type="checkbox"/> Wed., Jan. 24	This resume workshop focuses on the elements, styles, and formatting options for creating a 'Results Driven' effective resume. <b>RESUMES WILL NOT BE PREPARED</b> in this workshop.
<b>Intro to Computers</b> 9:30 am - 12:00 pm <input type="checkbox"/> Thurs., Jan. 11   <input type="checkbox"/> Thurs., Jan. 25	<b>*Participants should create an email address before attending the workshop.</b> In this hands-on workshop, we'll cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.
<b>Interviewing</b> 9:30 am - 11:30 am <input type="checkbox"/> Wed., Jan. 17   <input type="checkbox"/> Wed., Jan. 31	We will discuss how to prepare and present yourself and your skills to make a great impression. We'll also tackle how to answer tough interview questions.
<b>LinkedIn 101</b> 10:00 am - 12:00 pm <input type="checkbox"/> Mon., Jan. 8 	Upgrade your job search with the power of social media! Learn how LinkedIn can help you find your next job. *This is not a computer-based workshop. <b>Participants will not be creating a LinkedIn account.</b>
<b>Mature Workers</b> 10:00 am - 12:00 pm <input type="checkbox"/> Tuesday, Jan. 23	Strategies for mature job-seekers who are over 50 and looking for work, not quite ready to retire, or want a job to supplement their retirement income.
<b>Social Media Transforms Job Search</b> 10:00 am - 12:00 pm <input type="checkbox"/> Tuesday, Jan. 9	What is social media and why job seekers <b>must</b> use it as part of any job search strategy. Topics include: how recruiters use it to fill open jobs, main ways to find the " <u>Hidden Job Market.</u> " benefits to your job search. Discussions on the differences.
<b>Unemployment Online Claims Assistance</b> 9:30 am - 11:30 am <b>Every Monday</b> <b><u>In the 4th floor computer lab!</u></b>	Need Help with your Unemployment Claims online? We can help! We are offering weekly computer lab sessions to assist you with your initial or weekly UI claims... <b>*In the 4th floor computer lab*</b> 
<b>Walk-in Resume' Critique</b> 1:00 pm - 2:30 pm <input type="checkbox"/> Tues., Jan. 16	Walk-in to the Resource Room. First come, first served. <b><u>Bring a copy of your resume'</u></b>

**You MUST be registered on [jobcenterofwisconsin.com](http://jobcenterofwisconsin.com) before attending a workshop.**



**Please check the workshops you are registering for above, complete this form and return it to a Resource Room Staff Person.**

JCC

Name: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Birth date: \_\_\_\_\_

Registering for: \_\_\_\_\_ (workshop) on \_\_\_\_\_ (date)

Registering for: \_\_\_\_\_ (workshop) on \_\_\_\_\_ (date)

How did you hear about our workshops? Please

RESEA  
  W-2  
  FSET  
  Resource Room  
  DVR  
  Veterans  
  TAA  
  Case Manager/FEP: