

# JANUARY 2018

**FREE!**

## Job Service Workshops



<http://bit.ly/jcwmilw>

**Job Center Southeast at UMOS 2701 S. Chase Ave., Milwaukee**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 <b>New Years Day!</b> <b>OFFICE CLOSED</b></p>	<p>2 <b>Intermediate Computers</b> 9:00 am to 10:30 am <b>Choice, Change &amp; Adjustment</b> 1:00 pm to 3:30 pm</p>	<p>3 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm <b>Keyboarding Practice</b> 2- 4pm</p>	<p>4 <b>Keyboarding Practice</b> 2- 4pm</p>	<p>5 <b>Unemployment Help</b> <b>Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>Job Center Registration</b> 1:00 pm to 3:30 pm</p>
<p>8 <b>Unemployment Claim Help</b> 10:00 am - 12:00 pm</p>	<p>9 <b>Choice, Change &amp; Adjustment</b> 1:00 pm to 3:30 pm</p>	<p>10 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm <b>Keyboarding Practice</b> 2- 4pm</p>	<p>11 <b>Job Search Strategies</b> 9:00 am to 11:00 am <b>Interviewing</b> 9:30 am to 11:00 am <b>Write an Effective Resume'</b> 1:00 pm to 3:00 pm <b>Keyboarding Practice</b> 2- 4pm</p>	<p>12 <b>Unemployment Help</b> <b>Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>Job Center Registration</b> 1:00 pm to 3:30 pm</p>
<p>15 <b>Martin Luther King Day</b> <b>Office Closed</b></p>	<p>16 <b>Intermediate Computers</b> 9:00 am to 10:30 am <b>Choice, Change &amp; Adjustment</b> 1:00 pm to 3:30 pm</p>	<p>17 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm <b>Keyboarding Practice</b> 2- 4pm</p>	<p>18 <b>Write an Effective Resume'</b> 1:00 pm to 3:00 pm <b>Social Media &amp; Job Search</b> 1:30 pm to 3:30 pm <b>Keyboarding Practice</b> 2- 4pm</p>	<p>19 <b>Unemployment Help</b> <b>Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>Job Center Registration</b> 1:00 pm to 3:30 pm</p>
<p>22 <b>Unemployment Claim Help</b> 10:00 am - 12:00 pm</p>	<p>23 <b>Choice, Change &amp; Adjustment</b> 1:00 pm to 3:30 pm</p>	<p>24 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm <b>Keyboarding Practice</b> 2- 4pm</p>	<p>25 <b>Interviewing</b> 9:30 am to 11:00 am <b>LinkedIn 101</b> 1:30 pm to 3:30 pm <b>Keyboarding Practice</b> 2- 4pm</p>	<p>26 <b>Unemployment Help</b> <b>Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>Job Center Registration</b> 1:00 pm to 3:30 pm</p>
<p>29 <b>Unemployment Claim Help</b> 10:00 am - 12:00 pm</p>	<p>30 <b>Choice, Change &amp; Adjustment</b> 1:00 pm to 3:30 pm</p>	<p>31 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm <b>Keyboarding Practice</b> 2- 4pm</p>	<p>You <u>Must</u> be registered on <a href="http://jobcenterofwisconsin.com">http://jobcenterofwisconsin.com</a> Before attending a workshop</p>	

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

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

<p><b>Information</b> Call: 445-2005 ask for Jessie email: <a href="mailto:Jessie.boothed@dwd.wi.gov">Jessie.boothed@dwd.wi.gov</a></p>	<p><b>Former Offender Pipeline to Employment Seminars</b> <b>January 8th-12th and January 15th-19th</b> <b>9:00am to 12:00pm</b> <b><u>THIS IS A TWO WEEK PROGRAM</u></b></p>	<p><b>Location</b> <b>Job Center Central</b> <b>4201 N. 27th Street</b> <b>6th Floor</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------

**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> 1:30 pm - 3:30 pm <b>Not this month</b>	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 Match-maker &amp; My Skills Assessment is a prerequisite.</b> Completing the entire assessment requires 2 hours.
<b>Choice, Change and Adjustment</b> 1:00 pm - 3:30 pm <b>Every Tuesday</b>	This workshop will help to assist job seekers with the process of career planning, finding employment and understanding the career development process. You will learn more about your skills and abilities to help with career exploration and all the resources available to you.
<b>Intermediate Computers</b> 9:00 am - 10:30 am <input type="checkbox"/> Tues., Jan. 2 <input type="checkbox"/> Tues., Jan. 16	In this hands on workshop, participants will gain confidence and become comfortable doing computer activities including but not limited to, uploading resumes online, navigating Job Center of Wisconsin, and mobile use for work search.
<b>Intro to Computers</b> 9:30 am - 11:00 am <b>Not this month</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>Not this month</b>
<b>Interviewing</b> 9:30 am - 11:00 am <input type="checkbox"/> Thurs., Jan. 11 <input type="checkbox"/> Thurs., Jan. 25	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>Job Center Registration</b> 1:00 pm - 3:30 pm <u>Every Friday</u>	Need Help with your JCW Registration? We can help! We are offering weekly computer lab sessions to assist your with your Initial registration. Report to the Resource Room.
<b>Job Search Strategies</b> 9:00 am - 11:00 am <input type="checkbox"/> Thursday, Jan 11	Get advice, suggestions and information about job hunting, completing job applications and interviewing. Participants will also have job search time. <b>Bring a copy of your resume'.</b>
<b>Keyboarding Practice Sessions</b> 2pm - 4pm only <u>Wednesday and Thursday only</u>	Struggle with using the keyboard? This 30 minute session will help you learn with ease all the keyboard functions with the help of fun and interactive learning games. Also great for increasing your typing speed. <b>Please sign up in the Resource Room! Wednesday &amp; Thursday only from 2pm to 4pm.</b>
<b>LinkedIn 101</b> 1:30 pm - 3:30 pm <input type="checkbox"/> Thursday, Jan. 25	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>Social Media &amp; Job Search</b> 1:30 pm - 3:30 pm <input type="checkbox"/> Thursday, Jan. 18	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 "Hidden Job Market," benefits to your job search. Discussions on the differences
<b>Unemployment Claim Help</b> 10:00 am - 12:00 pm <u>Every Monday and Friday (Fri. Espanol)</u>	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...Report to the Resource Room.
<b>Walk-in Resume' Critique</b> Every Wednesday!	Walk-in <b>Wednesdays</b> from <b>9 a.m. to noon</b> in the <b>Resource Room</b> . <b>First come, first served.</b>
<b>Write an Effective Resume'</b> 1:00 pm - 3:00 pm <input type="checkbox"/> Thurs., Jan. 11 <input type="checkbox"/> Thurs., Jan . 18	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.

**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.

**JCSE**



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: