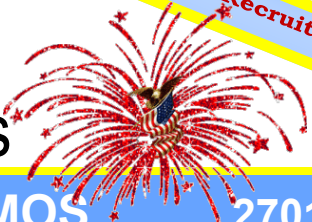


# JULY 2018



**FREE !**

## Job Service Workshops



Use chrome or firefox for your search!  
<http://bit.ly/jcwmilw>

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


Monday	Tuesday	Wednesday	Thursday	Friday
2 Write an Effective Resume' 1:00 pm to 3:00 pm	3 Unemployment Online Claims Help 9:00 am to 11:00 am Ability Profiler Assessment 1:00 pm to 3:00 pm	4 	5 Choice, Change & Adjustment 1:00 pm to 2:30 pm	6 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm
9 	10 Unemployment Online Claims Help 9:00 am to 11:00 am Interviewing 9:30 am to 11:30 am	11 Walk-in Resume Critique 9:00 am to 12:00 pm Intro to Computers 9:00 am to 11:00 am	12	13 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm
16 Write an Effective Resume' 1:00 pm to 3:00 pm	17 Unemployment Online Claims Help 9:00 am to 11:00 am	18 Walk-in Resume Critique 9:00 am to 12:00 pm Pipeline-Resumes & LOE 1:00 pm to 3:00 pm	19 Mature Worker 9:00 am to 11:00 am	20 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm
23	24 Unemployment Online Claims Help 9:00 am to 11:00 am	25 Walk-in Resume Critique 9:00 am to 12:00 pm Intro to Computers 9:00 am to 11:00 am Pipeline-Recidivism Prevention 1:00 pm to 3:00 pm	26 Interviewing 9:30 am to 11:00 am LinkedIn Essentials 1:00 pm to 3:00 pm	27 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm
30	31 Unemployment Online Claims Help 9:00 am to 11:00 am	<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 or email Jessie.boothe@dwd.wi.gov</p>	<p><b>Former Offender Pipeline to Employment Seminars</b> July 9th-13th and July 16th-20th 9:00am to 12:00pm <b>THIS IS A TWO WEEK PROGRAM</b></p>	<p><b>Location</b> Job Center Central 4201 N. 27th Street 6th Floor</p>
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**TapDance !** Test your keyboarding skills Monday thru Friday from 8:00am to 4:00pm  
**Keyboarding!** learn all the keyboard functions with this 30 minute session. 1st & 3rd Thursdays 2pm to 4pm


\*\*\*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> 1:00 pm - 3:00 pm <input type="checkbox"/> Tuesday, July 3 	Ability Profiler Assessment Workshop can help you learn more about your abilities & see how they 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 - 3:00 pm <input type="checkbox"/> Thurs., July 5	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>Interviewing</b> 9:30 am - 11:30 am <input type="checkbox"/> Tues., July 10 <input type="checkbox"/> Thurs., July 26	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>Interview Stream</b> <b>By appointment only!</b> <b>Call 414-389-6256</b>	Helps job seekers prepare for job interviews by creating a video under no pressure. Also allows for practice to develop their skills while seeing their strengths and challenges.
<b>Intro to Computers</b> 9:00 am - 11:00 am <input type="checkbox"/> Wed., July 11 <input type="checkbox"/> Wed., July 25	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>Keyboarding Practice Sessions</b> 2pm - 4pm <b>1st &amp; 3rd Thursdays!!!</b> <b>Come to the Resource Room!</b>	A 30 minute session to help you learn all the keyboard functions using fun & interactive learning games. Also great for increasing your typing speed. <b>Please sign up in the Resource Room!</b>
<b>LinkedIn Essentials</b> 1:00 pm to 3:00 pm <input type="checkbox"/> Thursday, July 26	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>You will not create a LinkedIn account.</b>
<b>Mature Workers</b> 9:00 am to 11:00 am <input type="checkbox"/> Thursday, July 19	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>Pipeline (Former Offenders)</b> <b>3rd &amp; 4th Wednesdays</b> 1:00 pm - 3:00 pm <input type="checkbox"/> 3rd Wed., July, 18 <input type="checkbox"/> 4th Wed., July, 25	<b>3rd-</b> Learn to overcome gaps in work history & age discrimination. You will work with the facilitator to create a personalized Letters of explanation (LOE) to use when applying for employment . <b>4th-</b> Increase awareness, discover positive coping skills, bring self-manageability to the participant. Methods to identify problematic thinking, situations; analyzing thinking, develop positive strategies and coping skills.
<b>Unemployment Claim Help</b> 9:00 am - 11:00 am <b>Bring your work search!</b> <b>Every Tues. and Fri. (Fri. Espanol)</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>Report to the Resource Room.</b>
<b>Walk-in Resume' Critique</b> <b>Wednesdays! 9 a.m. to noon !</b>	Walk-in <b>Wednesdays</b> from <b>9 am to noon</b> in the <b>Resource Room</b> . <b>First come, first served.</b> <b>Bring a copy of your resume'.</b>
<b>Write an Effective Resume'</b> 1:00pm-3:00pm <input type="checkbox"/> Mon., July 2 <input type="checkbox"/> Mon., July 16	This resume workshop focuses on the elements, styles, and formatting options for creating a 'Results Driven' effective resume. <b>A RESUME' 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.  
 Or just call (414) 979-9211 to register.



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

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

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

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

How did you hear about our workshops? Please

RES/REA  
  W-2  
  FSET  
  HIRE Center  
  Resource Room  
  DVR  
  Veterans  
  TAA  
  Case Manager/FEP:

**Sign up for any of the workshops by: calling (414) 979-9211 OR at your local Job Service Office**