

# December 2017

**FREE!**

## Job Service Workshops



<http://bit.ly/jcwmilw>

**Job Center Southeast at UMO3 2701 S. Chase Ave., Milwaukee**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>You <u>Must</u> be registered on <a href="http://jobcenterofwisconsin.com">http://jobcenterofwisconsin.com</a> Before attending a workshop</p>				
<p><b>4</b></p> <p>Unemployment Claim Help 10:00 am - 12:00 pm</p> <p>Intro to Computers 9:30 am to 11:00 am</p>	<p><b>5</b></p> <p>Intermediate Computers 9:00 am to 10:30 am</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p> <p>Ability Profiler Assessment 1:30 pm to 3:00 pm</p>	<p><b>6</b></p> <p>Walk-in Resume Critique 9:00 am to 12:00 pm</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>	<p><b>7</b></p> <p>Interviewing 9:30 am to 11:00 am</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p> <p>Choice, Change &amp; Adjustment 1:30 pm to 3:30 pm</p>	<p><b>8</b></p> <p>Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>
<p><b>11</b></p> <p>Unemployment Claim Help 10:00 am - 12:00 pm</p>	<p><b>12</b></p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>	<p><b>13</b></p> <p>Walk-in Resume Critique 9:00 am to 12:00 pm</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>	<p><b>14</b></p> <p>Job Search Strategies 9:00 am to 11:00 am</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>	<p><b>15</b></p> <p>Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>
<p><b>18</b></p> <p>Intro to Computers 9:30 am to 11:00 am</p> <p>Unemployment Claim Help 10:00 am - 12:00 pm</p>	<p><b>19</b></p> <p>Intermediate Computers 9:00 am to 10:30 am</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p> <p>Career Development &amp; its Applications 1:30 pm to 3:30 pm</p>	<p><b>20</b></p> <p>Walk-in Resume Critique 9:00 am to 12:00 pm</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>	<p><b>21</b></p> <p>Interviewing 9:30 am to 11:00 am</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p> <p>LinkedIn 101 1:30 pm to 3:30 pm</p>	<p><b>22</b></p> <p>Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>
<p>Office Closed <b>Happy Holidays!</b></p> <p><b>25</b></p>	<p><b>26</b></p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>	<p><b>27</b></p> <p>Walk-in Resume Critique 9:00 am to 12:00 pm</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>	<p><b>28</b></p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</p>	<p><b>29</b></p> <p>Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm</p> <p>Keyboarding Practice 11 am-12 pm &amp; 2pm-4pm</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.



**Information**

Call: 445-2005 ask for Jessie  
email: [Jessie.booth@dwd.wi.gov](mailto:Jessie.booth@dwd.wi.gov)

**Former Offender Pipeline to Employment Seminars**

**December 4th-8th and December 11th-15th**

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

**THIS IS A TWO WEEK PROGRAM**





**Location**

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

**Skills Test!**

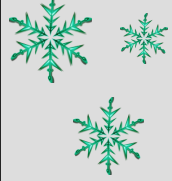


**TapDance !!!** Test your keyboarding skills Monday thru Friday from 8:00am to 4:00pm  
**MUST** register in the JCC Resource Room for an appointment!

\*\*\*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 <input type="checkbox"/> Tues., Dec. 5 	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> <u>Completing the entire assessment requires 2 hours.</u>
<b>Career Development &amp; Its Applications</b> 1:30 pm - 3:30 pm <input type="checkbox"/> Tues., Dec. 19	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> 1:30 pm - 3:30 pm <input type="checkbox"/> Thurs., Dec. 7	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>Intermediate Computers</b> 9:00 am - 10:30 am <input type="checkbox"/> Tues., Dec. 5 <input type="checkbox"/> Tues., Dec. 19	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 <input type="checkbox"/> Mon., Dec. 4 <input type="checkbox"/> Mon., Dec. 18	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 - 11:00 am <input type="checkbox"/> Thurs., Dec. 7 <input type="checkbox"/> Thurs., Dec. 21	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 Search Strategies</b> 9:00 am - 11:00 am <input type="checkbox"/> Thursday, Dec. 14 	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> 11 am - 12 pm & 2pm - 4pm <u>Tuesday thru Friday</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!</b>
<b>LinkedIn 101</b> 1:30 pm - 3:30 pm <input type="checkbox"/> Thursday, Dec. 21	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 Transforms Job Search</b> <b>Not this month!</b>	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 <u>Wednesdays</u> from <u>9 a.m. to noon</u> in the <u>Resource Room</u> . <b>First come, first served.</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.

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: