

# March 2018

**FREE !**



## Job Service Workshops

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



On Site Recruitments

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Want to attend a workshop? Call: (414) 979-9211 or Visit your Job Center Office</p>			<p>1 <b>Ability Profiler Assessment</b> 1:30 pm to 3:30 pm</p>	<p>2 <b>Unemployment Help Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>NCRC Practice &amp; Interview Stream</b> 1:30 pm to 3:30 pm</p>
<p>5 </p>	<p>6 <b>Unemployment Online Claims Help</b> 9:00 am to 11:00 am <b>Basics of Jobcenterofwisconsin.com</b> 1:00 pm to 3:30 pm <b>Choice, Change &amp; Adj.</b> 1:30a m to 3:30 pm</p>	<p>7 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm <b>Intro to Computers</b> 9:00 am to 11:00 am</p>	<p>8 <b>Write an Effective Resume'</b> 1:00 pm to 3:00 pm <b>Interviewing</b> 9:30 am to 11:00 am</p>	<p>9 <b>Unemployment Help Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>NCRC Practice &amp; Interview Stream</b> 1:30 pm to 3:30 pm</p>
<p>12 <b>Job Applications Online</b> 1:30 pm - 3:30 pm</p>	<p>13 <b>Unemployment Online Claims Help</b> 9:00 am to 11:00 am <b>Basic Resume</b> 1:00 pm to 3:30 pm</p>	<p>14 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm</p>	<p>15 <b>Mature Worker</b> 9:00 am to 11:00pm <b>Write an Effective Resume'</b> 1:00 pm to 3:00 pm <b>Job Search in the 21st Century</b> 1:30 pm to 3:30 pm</p>	<p>16 <b>Unemployment Help Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>NCRC Practice &amp; Interview Stream</b> 1:30 pm to 3:30 pm</p>
<p>19</p>	<p>20 <b>Unemployment Online Claims Help</b> 9:00 am to 11:00 am <b>Basic Job Search</b> 1:00 pm to 3:30 pm <b>Career Dev. &amp; it's Apps</b> 1:30 pm to 3:30 pm</p>	<p>21 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm <b>Intro to Computers</b> 9:00 am to 11:00 am <b>Pipeline-Resumes &amp; LOE</b> 1:30 pm to 3:30 pm</p>	<p>22 <b>Interviewing</b> 9:30 am to 11:00 am <b>LinkedIn 101</b> 1:30 pm to 3:30 pm</p>	<p>23 <b>Unemployment Help Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>NCRC Practice &amp; Interview Stream</b> 1:30 pm to 3:30 pm</p>
<p>26 <b>Job Applications Online</b> 1:30 pm - 3:30 pm</p>	<p>27 <b>Unemployment Online Claims Help</b> 9:00 am to 11:00 am <b>Basic Interview Prep.</b> 1:00 pm to 3:30 pm</p>	<p>28 <b>Walk-in Resume Critique</b> 9:00 am to 12:00 pm <b>Pipeline-Recidivism Prevention</b> 1:30 pm to 3:30 pm</p>	<p>29 </p>	<p>30 <b>Unemployment Help Ayuda con desempleo</b> 10:00 am - 12:00 pm <b>NCRC Practice &amp; Interview Stream</b> 1:30 pm to 3:30 pm</p>

### Information

Call: 445-2005 ask for Jessie  
or email  
[Jessie.booth@dw.dwi.gov](mailto:Jessie.booth@dw.dwi.gov)

### Former Offender Pipeline to Employment Seminars

**March 5th-9th and March 12th-16th**  
9:00am to 12:00pm  
**THIS IS A TWO WEEK PROGRAM**

### Location

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

### 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.

## ☑ Workshops you will attend:

## Workshop Descriptions

<b>Ability Profiler</b> 1:30 pm - 3:30 pm ☐ Thurs., March 1	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><u>Completion of the Career Cruising Match- maker &amp; My Skills Assessment is a prerequisite.</u></b> Completing the entire assessment requires 2 hours.
<b>Basic Interview Prep.</b> 1:00 pm –3:30 pm ☐ Tues., March 27	Learn how to get ready for an interview, how to research a company, how to dress and act in an interview, questions to expect and how to follow up after your interview.
<b>Basics on Jobcenterofwisconsin.com</b> 1:00 pm - 3:30 pm ☐Tues., Mar. 6	Learn the basics about Jobcenterofwisconsin.com including registration, resume-building, job searching, labor market information, educational opportunities and upcoming events.
<b>Basic Job Search</b> 1:00 pm –3:30 pm ☐ Tues., March 20	Learn a variety of job search techniques including: do's and don'ts for online sites, completing an online job application, networking online and in-person, tracking where you have applied, & setting up a follow-up schedule once you have applied.
<b>Basic Resume</b> 1:00pm –3:30 pm ☐ Tues., March 13	Build a basic resume based on your work experience, life experience, and career goals. Learn what to put on your resume and what not to put on your resume.
<b>Interviewing</b> 9:30 am - 11:00 am ☐ Thurs., March 8 ☐ Thurs., Mar. 22	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> 1:30 pm - 3:30 pm <u>Every Friday</u>	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> 9:30 am - 11:00 am ☐Wed., March 7 ☐Wed., Mar. 21	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>Basics of Jobcenterofwisconsin.com</b> 1:00 pm - 3:30 pm ☐Tues., Mar. 6	Learn the basics about Jobcenterofwisconsin.com including registration, resume-building, job searching, labor market information, educational opportunities and upcoming events.
<b>Career Development &amp; Its Application</b> 1:30 pm - 3:30 pm ☐Tues., Mar. 20	Assist career/job seekers to understand the steps in the career development process and why career choice and development theory is important. We also cover how to apply the theories.
<b>Choice, Change and Adjustment</b> 1:30 pm - 3:30 pm ☐Tues., Mar. 6	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>Job Applications Online</b> 1:30 pm - 3:30 pm ☐Mon., Mar. 12 ☐ Mon., Mar. 26	Learn how to apply for jobs online, upload resume's and search for jobs.
<b>Job Search in the 21st Century</b> 9:00 am - 10:30 am ☐Thurs., Mar. 15	<b><u>Linked in account is required to attend this class.</u></b> Learn what it means to search for work using the latest social media platforms and improve your LinkedIn account!
<b>Keyboarding Practice Sessions</b> 2pm - 4pm <b>1st &amp; 3rd Thursdays!!!</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 101</b> 1:30 pm to 3:30 pm ☐ Thursday, March 22	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><u>You will not create a LinkedIn account.</u></b>
<b>Mature Workers</b> 10:00 am to 12:00 pm ☐ Thursday, March 15	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>NCRC Practice</b> 1:30 pm - 3:30 pm <b>Every Friday</b>	The ACT KeyTrain® curriculum is a complete interactive learning tool for developing career readiness skills and prepares you for earning your National Career Readiness Certificate.
<b>Pipeline (Former Offenders)</b> <b>3rd &amp; 4th Wednesdays</b> 1:30 pm - 3:30 pm ☐ 3rd Wed., Mar. 21 ☐ 4th Wed., Mar. 28	<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><u>Bring your work search!</u></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 - Wednesdays!</b> <b>from 9 a.m. to noon !</b>	Walk-in <b><u>Wednesdays</u></b> from <b><u>9 a.m. to noon</u></b> in the <b><u>Resource Room</u></b> . <b><u>First come, first served.</u></b> <b><u>Bring a copy of your resume'.</u></b>
<b>Write an Effective Resume'</b> 1:00–3:00pm ☐Thurs., Mar. 8 ☐Thurs., Mar. 15	This resume workshop focuses on the elements, styles, and formatting options for creating a 'Results Driven' effective resume. <b><u>RESUMES WILL NOT BE PREPARED</u></b> in this workshop.

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