

May 2018**FREE!****Job Service Workshops**
On Site Recruitments
JOB CENTER
 of WISCONSIN


 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
Want to attend a workshop? Call: (414) 979-9211 or Visit your Job Center Office	1 Unemployment Online Claims Help 9:00 am to 11:00 am JCW Registration 1:00 pm to 3:00 pm	2 Walk-in Resume Critique 9:00 am to 12:00 pm	3 2018 MILWAUKEE CAREER EXPO 11:00 am to 2:00 pm State Fair Park Expo Center Pre-Registration is required Visit a local Job Service Ofc.	4 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm
7 	8 Unemployment Online Claims Help 9:00 am to 11:00 am Choice, Change & Adj. 1:30a m to 3:30 PM NCRC Practice & Interview Stream 1:00 pm to 3:00 pm	9 Walk-in Resume Critique 9:00 am to 12:00 pm Intro to Computers 9:00 am to 11:00 am Job Applications Online 1:30 pm - 3:30 pm	10 Mature Worker 9:00 am to 11:00pm Interviewing 9:30 am to 11:00 am Write an Effective Resume' 1:00 pm to 3:00 pm Career Dev. & it's App. 1:30 pm to 3:30 pm	11 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm
14	15 Unemployment Online Claims Help 9:00 am to 11:00 am NCRC Practice & Interview Stream 1:00 pm to 3:00 pm	16 Walk-in Resume Critique 9:00 am to 12:00 pm Pipeline-Resumes & LOE 1:00 pm to 3:00 pm	17 Write an Effective Resume' 1:00 pm to 3:00 pm	18 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm
21	22 Unemployment Online Claims Help 9:00 am to 11:00 am NCRC Practice & Interview Stream 1:00 pm to 3:00 pm	23 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 Job Applications Online 1:30 pm - 3:30 pm	24 Interviewing 9:30 am to 11:00 am LinkedIn 101 1:00 pm to 3:00 pm	25 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm
28 Holiday OFFICE CLOSED 	29 Unemployment Online Claims Help 9:00 am to 11:00 am NCRC Practice & Interview Stream 1:00 pm to 3:00 pm	30 Walk-in Resume Critique 9:00 am to 12:00 pm	31 	

Information
 Call: 445-2005 ask for Jessie
 or email
Jessie.booth@dw.dwi.gov
Former Offender Pipeline to Employment Seminars
May 7th-11th and May 14th-18th
 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

<input checked="" type="checkbox"/> Workshops you will attend:	Workshop Descriptions
Ability Profiler 1:30 pm - 3:30 pm Not this month! 	Ability Profiler Assessment Workshop can help you learn more about your abilities & see how they compare to those used in careers that interest you. <u>Completion of the Career Cruising Match- maker & My Skills Assessment is a prerequisite.</u> Completing the entire assessment requires 2 hours.
Interviewing 9:30 am - 11:00 am <input type="checkbox"/> Wed., May 10 <input type="checkbox"/> Wed., May 24	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. Not this month!
Interview Stream 1:00 pm - 3:00 pm <u>Every Tuesday except May 1st</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.
Intro to Computers 9:00 am - 11:00 am <input type="checkbox"/> Wed., May 9 <input type="checkbox"/> Wed., May 23	In this hands-on workshop, we'll cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.
Career Development & Its Application 1:30 pm - 3:30 pm <input type="checkbox"/> Thurs., May 10	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.
Choice, Change and Adjustment 1:30 pm - 3:30 pm <input type="checkbox"/> Tues., May 8	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.
Job Applications Online 1:30 pm - 3:30 pm <input type="checkbox"/> Wed., May 9 <input type="checkbox"/> Wed., May 23	Learn how to apply for jobs online, upload resume's and search for jobs.
Job Search in the 21st Century Not this month!	<u>Linked in account is required to attend this class.</u> Learn what it means to search for work using the latest social media platforms and improve your LinkedIn account! Not this month!
Keyboarding Practice Sessions 2pm - 4pm <u>1st & 3rd Thursdays!!!</u>	A 30 minute session to help you learn all the keyboard functions using fun & interactive learning games. Also great for increasing your typing speed. Please sign up in the Resource Room!
LinkedIn 101 1:00 pm to 3:00 pm <input type="checkbox"/> Thursday, May 24	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. <u>You will not create a LinkedIn account.</u>
Mature Workers 9:00 am to 11:00 am <input type="checkbox"/> Thursday, May 10	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.
NCRC Practice 1:00 pm - 3:00 pm <u>Every Tuesday except on May 1st</u>	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.
Pipeline (Former Offenders) <u>3rd & 4th Wednesdays</u> 1:00 pm - 3:00 pm <input type="checkbox"/> 3rd Wed., May, 16 <input type="checkbox"/> 4th Wed., May, 23	3rd -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 . 4th -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.
Unemployment Claim Help 9:00 am - 11:00 am <u>Bring your work search!</u> <u>Every Tues. and Fri. (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.
Walk-in Resume' Critique - Wednesdays! from <u>9 a.m. to noon !</u>	Walk-in <u>Wednesdays</u> from <u>9 a.m. to noon</u> in the <u>Resource Room</u> . <u>First come, first served.</u> <u>Bring a copy of your resume'.</u>
Write an Effective Resume' 1:00-3:00pm <input type="checkbox"/> Thurs., May 10 <input type="checkbox"/> Thurs., May 17	This resume workshop focuses on the elements, styles, and formatting options for creating a 'Results Driven' effective resume. <u>RESUMES WILL NOT BE PREPARED</u> in this 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.

JCSE

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