

JUNE 2018

FREE!

Job Service Workshops



On Site Recruitments

JOB CENTER
of WISCONSIN

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


Monday	Tuesday	Wednesday	Thursday	Friday
<p>Want to attend a workshop? Call: (414) 979-9211 or Visit your Job Center Office</p>				<p>1 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm Interview Stream 9:00 am to 12:00 pm</p>
<p>4 Write an Effective Resume' 1:00 pm to 3:00 pm</p>	<p>5 Unemployment Online Claims Help 9:00 am to 11:00 am Ability Profiler Assessment 1:30 pm to 3:30 pm</p>	<p>6 Walk-in Resume Critique 9:00 am to 12:00 pm</p>	<p>7 Choice, Change & Adj. 1:30 pm to 3:30 pm</p>	<p>8 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm</p>
<p>11 EVERY DAY MAY NOT BE GOOD, BUT THERE IS SOMETHING GOOD IN EVERY DAY.</p>	<p>12 Unemployment Online Claims Help 9:00 am to 11:00 am</p>	<p>13 Intro to Computers 9:00 am to 11:00 am Job Applications Online 1:30 pm - 3:30 pm</p>	<p>14 Mature Worker 9:00 am to 11:00 am Interviewing 9:30 am to 11:00 am Write an Effective Resume' 1:00 pm to 3:00 pm</p>	<p>15 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm</p>
<p>18 Unemployment Online Claims Help 9:00 am to 11:00 am NCRC Practice 1:00 pm to 3:00 pm</p>	<p>19 Unemployment Online Claims Help 9:00 am to 11:00 am NCRC Practice 1:00 pm to 3:00 pm</p>	<p>20 Walk-in Resume Critique 9:00 am to 12:00 pm Pipeline-Resumes & LOE 1:00 pm to 3:00 pm</p>	<p>21 </p>	<p>22 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm</p>
<p>25 Unemployment Online Claims Help 9:00 am to 11:00 am</p>	<p>26 Unemployment Online Claims Help 9:00 am to 11:00 am</p>	<p>27 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</p>	<p>28 Interviewing 9:30 am to 11:00 am LinkedIn 101 1:00 pm to 3:00 pm</p>	<p>29 Unemployment Help Ayuda con desempleo 10:00 am - 12:00 pm </p>

<p>Information Call: 445-2005 ask for Jessie or email Jessie.booth@dw.dwd.wi.gov</p>	<p>Former Offender Pipeline to Employment Seminars June 4th-8th and June 11th-15th 9:00am to 12:00pm THIS IS A TWO WEEK PROGRAM</p>	<p>Location 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
Ability Profiler 1:30 pm - 3:30 pm <input type="checkbox"/> Tues., June 5 	Ability Profiler Assessment Workshop can help you learn more about your abilities & see how they compare to those used in careers that interest you. Completion of the Career Cruising Match-maker & My Skills Assessment is a prerequisite. <u>Completing the entire assessment requires 2 hours.</u>
Career Development & Its Application Not this month!	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"/> Thurs., June 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.
Interviewing 9:30 am - 11:00 am <input type="checkbox"/> Thurs., June 14 <input type="checkbox"/> Thurs., June 28	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.
Interview Stream 9:00 am - 12:00 pm <u>1st Friday of the month by appointment !</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. By Appt.
Intro to Computers 9:00 am - 11:00 am <input type="checkbox"/> Wed., June 13 <input type="checkbox"/> Wed., June 27	In this hands-on workshop, we'll cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.
Job Applications Online 1:30 pm - 3:30 pm <input type="checkbox"/> Wed., June 13 <input type="checkbox"/> Wed., June 27	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, June 28	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, June 14 Please bring your Resume'!	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. Please bring a copy of your resume'
NCRC Practice 1:00 pm - 3:00 pm <u>3rd Tuesday</u> <u>Must be registered on Key Train</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. <u>Must be registered on Key Train</u>
Pipeline (Former Offenders) <u>3rd & 4th Wednesdays</u> 1:00 pm - 3:00 pm <input type="checkbox"/> 3rd Wed., June, 20 <input type="checkbox"/> 4th Wed, June 27	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 .
Unemployment Claim Help 9:00 am - 11:00 am <u>Bring your work search!</u> Every Tues. and Fri. (Fri. Espanol)	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 9 a.m. to noon ! <u>Not on June 13th</u>	Walk-in Wednesdays from 9 a.m. to noon in the Resource Room. First come, first served. Bring a copy of your resume'. NOT on June 13th
Write an Effective Resume' 1:00pm-3:00pm <input type="checkbox"/> Mon., June 4 <input type="checkbox"/> Thurs., June 14	This resume workshop focuses on the elements, styles, and formatting options for creating a 'Results Driven' effective resume. RESUMES WILL NOT BE PREPARED 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.**



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