

# Workshops | April 2019

Job Center Central at Maximus | 4201 N. 27<sup>th</sup> Street, Suite 602 | Milwaukee, WI

**Onsite Recruitments** | Use chrome or Firefox for your search: <http://bit.ly/jcwmilw>

Pre-registration is required | Call (414) 979-9211 or hand a completed form to a Staff (See Back)

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p><b>Unemployment Online Claims Assistance</b> 9:30a.m. – 11:30a.m.</p>	<p>2</p>  <p><i>April Fool's Day</i></p>	<p>3</p> <p><b>Resume Critique</b> 1:00p.m. – 2:30p.m.</p>	<p>4</p> <p><b>Mature Workers</b> 10:00a.m. – 11:30a.m.</p>	<p>5</p> 
<p>8</p> <p><b>Unemployment Online Claims Assistance</b> 9:30a.m. – 11:30a.m. <b>Job Search in the 21<sup>st</sup> Century</b> 1:00p.m. – 2:30p.m.</p>	<p>9</p> <p><b>LinkedIn</b> 10:00a.m. – 12:00p.m.</p>	<p>10</p> <p><b>Interviewing</b> 9:30a.m. – 11:30a.m. <b>How to Write an Effective Resume</b> 1:00p.m. – 2:30p.m.</p>	<p>11</p> <p><b>Intro to Computers</b> 9:30a.m. – 11:30a.m.</p>	<p>12</p>
<p>15</p> <p><b>Unemployment Online Claims Assistance</b> 9:30a.m. – 11:30a.m.</p>	<p>16</p> <p><b>LinkedIn</b> 10:00a.m. – 12:00p.m.</p>	<p>17</p> <p><b>Resume Critique</b> 1:00p.m. – 2:30p.m.</p>	<p>18</p> <p><b>Selling Your Soft Skills!</b> 10:00a.m. – 12:00p.m.</p>	<p>19</p> <p><b>Get Motivated!</b> 9:00a.m. – 11a.m.</p>
<p>22</p> <p><b>Unemployment Online Claims Assistance</b> 9:30a.m. – 11:30a.m.</p>	<p>23</p> 	<p>24</p> <p><b>Interviewing</b> 9:30a.m. – 11:30a.m. <b>How to Write an Effective Resume</b> 1:00p.m. – 2:30p.m.</p>	<p>25</p> <p><b>Intro to Computers</b> 9:30a.m. – 11:30a.m.</p>	<p>26</p> 
<p>29</p> <p><b>Unemployment Online Claims Assistance</b> 9:30a.m. – 11:30a.m.</p>	<p>30</p>			

**Former Offender Pipeline to Employment Seminars | April 1<sup>st</sup> – 12<sup>th</sup> | 9:00a.m. – 12:00p.m.**  
**This is a two-week program at Job Center Central | 4201 N 27<sup>th</sup> Street, Suite 602**  
**Contact | Jessie Boothe at (414) 445-2005 or [Jessie.Boothe@dwd.wi.gov](mailto:Jessie.Boothe@dwd.wi.gov)**

\*\*\* 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 888-258-9666 and press 6 to request information in an alternate format, including translated to another language.

## Workshops | Please check-in at Suite 602

### Selling Your Soft Skills

Soft skills are very important at work, but they are often intangible and difficult to quantify. These traits include communication, adaptability, work ethic and they are more crucial to your job search and overall career than you think. These skills relate more to your emotional intelligence and natural abilities

### Unemployment Online Claims Assistance

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.

**Please bring your work searches and report to the Resource Room on the 4<sup>th</sup> floor**

### Get Motivated!

This interactive and motivational workshop is aimed at using strategies to help you reach your goals on the journey to success.

### Job Search in the 21<sup>st</sup> Century

Social media is a part of most people's everyday lives and can be a very powerful method to helping you find a job. From networking to researching potential employers, there are a few smart ways to use social media in your job search.

### Interviewing

This workshop will discuss how to prepare and present yourself and your skills to make a great impression and tackle how to answer tough interview questions.

### Intro to Computers

This hands-on workshop will cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.

**Please report to the Resource Room on the 4<sup>th</sup> floor**

### Resume Critique

Please call for an appointment time at (414) 979-9211.

### Mature Workers

This workshop gives you 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.

### LinkedIn

This workshop will give you the basics of LinkedIn, from creating to updating your account. Make the most of your online presence.

**You will need an email prior to the workshop**

### How to Write an Effective Resume

This workshop focuses on the elements, styles, and formatting options for creating a "Results Driven" effective resume.

**A resume will not be prepared in this workshop**

### Former Offender Pipeline

This is a two-week seminar that helps those re-entering the workforce after incarceration with job readiness, skills assessment, self-marketing tools, financial literacy, better decision-making skills and employment opportunities.

### Choice, Change & Adjustment

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.

Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Birth Date (MM/DD/YYYY) \_\_\_\_\_

Workshop Name \_\_\_\_\_ Workshop date \_\_\_\_\_

Workshop Name \_\_\_\_\_ Workshop date \_\_\_\_\_

**Pre-registration is required | Call (414) 979-9211**