



Workshops | February 2019

Job Center Central at Maximus | 4201 N 27th Street on 6th Floor | 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
4 Unemployment Online Claims Assistance Please bring your work searches! 9:30a.m. – 11:30a.m.	5 Resume Critique 1:00p.m. – 2:30p.m.	6 Interviewing 9:30a.m. – 11:30a.m.	7 Mature Workers 10:00a.m. – 11:30a.m.	8 
11 Unemployment Online Claims Assistance Please bring your work searches! 9:30a.m. – 11:30a.m.	12 LinkedIn 10:00a.m. – 12:00p.m. Job Search in the 21 st Century 1:30p.m. – 3:30p.m.	13 How to Write an Effective Resume 1:00p.m. – 2:30p.m.	14 Intro to Computers 9:30a.m. – 11:30a.m. 	15
18 Unemployment Online Claims Assistance Please bring your work searches! 9:30a.m. – 11:30a.m.	19 	20 Resume Critique 1:00p.m. – 2:30p.m. Interviewing 9:30a.m. – 11:30a.m.	21	22 Get Motivated! 9:00a.m. – 11a.m.
25 Unemployment Online Claims Assistance Please bring your work searches! 9:30a.m. – 11:30a.m.	26 Ability Profiler Assessment 9:00a.m. – 11:00a.m.	27 How to Write an Effective Resume 1:00p.m. – 2:30p.m.	28 Choice, Change & Adjustment 9:00a.m. – 11:00a.m. Intro to Computers 9:30a.m. – 11:30a.m.	1

Former Offender Pipeline to Employment Seminars | February 4th – 15th | 9a.m. – 12p.m.
This is a two-week program at Job Center Central | 4201 N 27th Street on the 6th floor
Contact | Jessie Boothe at (414) 445-2005 or 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 the 6th Floor

Ability Profiler Assessment

Ability Profiler can help you learn more about your abilities and see how they compare to those used in careers that interest you.

Completion of Career Cruising Match-maker and My Skills assessment is a prerequisite.

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 4th 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 21st Century

This workshop will ease the stress and help you with your job search by giving tips and techniques on how to organize, develop and employ an effective 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 4th 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

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.

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

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 _____

Workshop Name _____ Workshop date _____