

# Workshops | May 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
		1 <b>LinkedIn</b> 10:00a.m. – 12:00p.m. <b>Resume Critique</b> 1:00p.m. – 2:30p.m.	2 <b>Mature Workers</b> 10:00a.m. – 11:30a.m.	3
6 <b>Unemployment Online Claims Assistance</b> 9:30a.m. – 11:30a.m.	7	8 <b>Interviewing</b> 9:30a.m. – 11:30a.m. <b>How to Write an Effective Resume</b> 1:00p.m. – 2:30p.m.	9 <b>Intro to Computers</b> 9:30a.m. – 11:30a.m.	10
13 <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.	14	15 <b>Resume Critique</b> 1:00p.m. – 2:30p.m.	16 <b>The Soft Stop</b> 10:00a.m. – 12:00p.m.	17 <b>Get Motivated!</b> 9:00a.m. – 11a.m.
20 <b>Unemployment Online Claims Assistance</b> 9:30a.m. – 11:30a.m.	21	22 <b>Interviewing</b> 9:30a.m. – 11:30a.m. <b>How to Write an Effective Resume</b> 1:00p.m. – 2:30p.m.	23 <b>Intro to Computers</b> 9:30a.m. – 11:30a.m.	24
<b>CLOSED</b>  27	28	29	30	31

**Former Offender Pipeline to Employment Seminars | May 6<sup>th</sup> – 17<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 the 6<sup>th</sup> Floor, Suite 602

<p><b>Ability Profiler Assessment</b></p> <p>Ability Profiler can help you learn more about your abilities and see how they compare to those used in careers that interest you.</p> <p><b>Completion of Career Cruising Match-maker and My Skills assessment is a prerequisite.</b></p>	<p><b>Unemployment Online Claims Assistance</b></p> <p>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.</p> <p><b>Please bring your work searches and report to the Resource Room on the 4<sup>th</sup> floor</b></p>
<p><b>Get Motivated!</b></p> <p>This interactive and motivational workshop is aimed at using strategies to help you reach your goals on the journey to success.</p>	<p><b>Job Search in the 21<sup>st</sup> Century</b></p> <p>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.</p>
<p><b>Interviewing</b></p> <p>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.</p>	<p><b>Intro to Computers</b></p> <p>This hands-on workshop will cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.</p> <p><b>Please report to the Resource Room on the 4<sup>th</sup> floor</b></p>
<p><b>Resume Critique</b></p> <p>Please call for an appointment time at (414) 979-9211.</p>	<p><b>Mature Workers</b></p> <p>This workshop gives you strategies for <b>mature job-seekers</b> who are over 50 and looking for work, not quite ready to retire, or want a job to supplement their retirement income.</p>
<p><b>The Soft Stop</b></p> <p>Soft skills are very important at work but are often intangible and difficult to quantify. Find out what the top 10 soft skills are and how to demonstrate them effectively.</p>	<p><b>Former Offender Pipeline</b></p> <p>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.</p>
<p><b>LinkedIn</b></p> <p>This workshop will give you the basics of LinkedIn, from creating to updating your account. Make the most of your online presence.</p> <p><b>You will need an email prior to the workshop</b></p>	<p><b>How to Write an Effective Resume</b></p> <p>This workshop focuses on the elements, styles, and formatting options for creating a "Results Driven" effective resume.</p> <p><b>A resume will not be prepared in this workshop</b></p>
<p><b>Choice, Change &amp; Adjustment</b></p> <p>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.</p>	

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

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

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

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

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