

# Workshops August 2019

Job Center Southeast at UMOS | 2701 S. Chase Avenue, Suite A | 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	2 TapDance Timed Typing Test
5 Write an Effective Resume 1:30p.m. – 3:30p.m.	6 Job Search in the 21 <sup>st</sup> Century 9:30a.m. – 12:00p.m.  Ability Profiler Assessment 1:00p.m. – 3:00p.m.	7 Resume Critique 9:30a.m. – 12:00p.m.	8 LinkedIn Essentials 9:30a.m. – 11:30a.m.  Get Motivated! 10:00a.m. – 12:00p.m.  Choice, Change, and Adjustment 1:00p.m. – 3:00p.m.	9 TapDance Timed Typing Test
12 Effective Job Search Strategies 9:30a.m. – 12:00p.m.	13 Intro to Computers 9:30a.m. – 11:30a.m.	14 Resume Critique 9:30a.m. – 12:00p.m.	15 Interviewing 9:30a.m. – 11:30a.m.	16 TapDance Timed Typing Test
19 Write an Effective Resume 1:30p.m. – 3:30p.m.	20 Intro to Computers 9:30a.m. – 11:30a.m.	21 Resume Critique 9:30a.m. – 12:00p.m.	22 LinkedIn Essentials 9:30a.m. – 11:30a.m.  Mature Workers 1:00p.m. – 3:00p.m.	23 TapDance Timed Typing Test
26	27 Soft Skills 9:30a.m. – 12:00p.m.	28 Resume Critique 9:30a.m. – 12:00p.m.	29 Interviewing 9:30a.m. – 11:30a.m.	30 TapDance Timed Typing Test

**Former Offender Pipeline to Employment Seminars | August 5<sup>th</sup> – 16<sup>th</sup> | 9:00 a.m. – 12:00 p.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 Resource Room

### Ability Profiler

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

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

### LinkedIn Essentials

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.**

### Soft Skills

Soft skills are very important at work but 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.

### 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**

### Interview Stream

Helps job seekers prepare for job interviews by creating a video under no pressure. Also allows to practice and develop their skills while seeing their strengths and challenges.

**By Appointment only: Call (414) 389-6607**

### 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.

### 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.

### Keyboarding Practice Sessions

A session designed to help you learn all the keyboard functions using fun and interactive learning games. This is great if you also want to increase your typing speed!

### 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.

### Reentry Resume & Letter of Explanation (LOE)

Justice-involved individuals will have the opportunity to work with the facilitator and create a personalized LOE that can be used when networking or applying for employment opportunities. Resumes developed to highlight skills, abilities and avoid gaps in employment.

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### 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.

### TapDance Timed Typing Test

This is a 5-minute keyboarding test required for some State clerical jobs. It is good to know your Words Per Minute (WPM) and your error rate.

### Effective Job Search Strategies

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.

### Get Motivated!

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

### Resume Critique

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

Name _____	Phone (_____) _____ - _____
Birth Date (MM/DD/YYYY) _____	
Workshop Name _____	Workshop date _____
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