

Workshops FEBRUARY 2020

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
3	4 Intro to Computers 9:30a.m. – 11:30a.m. Ability Profiler 1:00p.m. – 3:00p.m.	5 Resume Critique 9:30a.m. – 12:00p.m.	6 Interviewing 9:30a.m. -11:30a.m Choice, Change, and Adjustment 1:00p.m. – 3:00p.m	7 TapDance Timed Typing Test
10 Write an Effective Resume 1:30p.m. – 3:30p.m.	11 Soft Skills 9:30a.m. –11:30a.m. Branding 1:00p.m. – 3:30p.m.	12 Resume Critique 9:30a.m. – 12:00p.m.	13 LinkedIn Essentials 9:30a.m. – 11:30a.m.	14 TapDance Timed Typing Test
17 Effective Job Search in the 21st Century 9:30a.m. – 11:30a.m.	18 Intro to Computers 9:30a.m. – 11:30a.m.	19 Resume Critique 9:30a.m. – 12:00p.m.	20 Interviewing 9:30a.m. -11:30a.m Mature Workers 1:00p.m. – 3:00p.m.	21 TapDance Timed Typing Test
24 Write an Effective Resume 1:30p.m. – 3:30p.m.	25 Soft Skills 9:30a.m. –11:30a.m.	26 Resume Critique 9:30a.m. – 12:00p.m.	27 LinkedIn Essentials 9:30a.m. – 11:30a.m.	28 TapDance Timed Typing Test

Justice Involved Pipeline to Employment Seminars | February 3rd– 14th | 9:00 a.m. – 12:00 p.m.
This is a two-week program at Job Center Central | 4201 N 27th Street, Suite 602, Milwaukee.
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 Resource Room – Suite A

<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>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</p>
<p>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</p>	<p>Effective Job Search in the 21ST Century Social media can be a very powerful tool for helping you find a job. From networking to researching potential employers, there are smart ways to use social media in your job search. This workshop will help you with your job search by giving tips and techniques on how to organize, develop and employ an effective job search.</p>
<p>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.</p>	<p>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!</p>
<p>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.</p>	<p>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. Not offered this month</p>
<p>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.</p>	<p>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.</p>
<p>Get Motivated! – Not offered this month This interactive and motivational workshop is aimed to help you reach your goals on the journey to success.</p>	<p>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.</p>
<p>Branding In this workshop you will learn to start thinking of yourself as a product for an employer problem and develop ways to effectively brand yourself as an employer solution.</p>	<p>Resume Critique Please call for an appointment time at (414) 979-9211 and bring a paper copy of your resume to this appointment.</p>

Name _____ Phone (_____) _____ - _____

Birth Date (MM/DD/YYYY) _____

Workshop Name _____ Workshop date _____

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