




# Workshops | February 2019

Job Center Southeast at UMOS | 2701 S Chase Avenue Ste. 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
4 	5 Unemployment Online Claims Help 9 – 11a.m. Ability Profiler Assessment 1 – 3p.m.	6 Resume Critique 9:30a.m. – 12p.m.	7 Interviewing 9:30 – 11:30a.m. LinkedIn 9 – 11a.m. Choice, Change & Adjustment 1 – 3p.m.	8
11 Write an Effective Resume 1:30 – 3:30p.m.	12 Unemployment Online Claims Help 9 – 11a.m.	13 Resume Critique 9:30a.m. – 12p.m. Intro to Computers 9:30 – 11:30a.m. Pipeline Resume's & Letter of Explanation (LOE) 1 – 3p.m.	14 Get Motivated! 10a.m. – 12p.m. 	15
18 Effective Job Search Strategies 10 – 11:30a.m.	19 Unemployment Online Claims Help 9 – 11a.m.	20 Resume Critique 9:30a.m. – 12p.m.	21 Mature Workers 1:30 – 3:30p.m. LinkedIn 9 – 11a.m. Interviewing 9:30 – 11:30a.m.	22
25 Write an Effective Resume 1:30 – 3:30p.m.	26 Unemployment Online Claims Help 9 – 11a.m.	27 Intro to Computers 9:30 – 11:30a.m. Resume Critique 9:30a.m. – 12p.m.	28 	1

Former Offender Pipeline to Employment Seminars | February 4<sup>th</sup> – 15<sup>th</sup> | 9 a.m. – 12 p.m.

This is a two-week program at Job Center Central | 4201 N 27<sup>th</sup> Street on the 6<sup>th</sup> floor

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

<p><b>Ability Profiler</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>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>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>Effective Job Search Strategies</b></p> <p>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.</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>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>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>Keyboarding Practice Sessions</b></p> <p>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><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>	<p><b>Pipeline Resume's &amp; Letter of Explanation (LOE)</b></p> <p>Learn to overcome gaps in work history and age discrimination. You will work with the facilitator to create a personalized Letter of Explanation (LOE) to use when applying for employment.</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>Unemployment Claim Help</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>Resume Critique</b></p> <p>Please call for an appointment time at (414) 979-9211.</p>	

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

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

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

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

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