



Workshops | March 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 Write an Effective Resume 1:30p.m. – 3:30p.m.	5 Ability Profiler Assessment 1:00p.m. – 3:00p.m. 	6 Resume Critique 9:30a.m. – 12:00p.m.	7 LinkedIn 9:00a.m. – 11:00a.m. Choice, Change & Adjustment 1:00p.m. – 3:00p.m.	8 TapDance Timed Typing Test
11 	12	13 Resume Critique 9:30a.m. – 12:00p.m. Intro to Computers 9:30a.m. – 11:30a.m. Pipeline Resume & Letter of Explanation (LOE) 1:00p.m. – 3:00p.m.	14 Interviewing 9:30a.m. – 11:30a.m. Get Motivated! 10:00a.m. – 12:00p.m.	15 TapDance Timed Typing Test
18 Effective Job Search Strategies 10:00a.m. – 11:30a.m. Write an Effective Resume 1:30p.m. – 3:30p.m.	19 Job Search in the 21st Century 9:00a.m. – 11:30a.m.	20 Resume Critique 9:30a.m. – 12:00p.m.	21 LinkedIn 9:00a.m. – 11:00a.m. Mature Workers 1:30p.m. – 3:30p.m.	22 TapDance Timed Typing Test
25	26 Soft Skills 9:00a.m. – 11:30a.m.	27 Intro to Computers 9:30a.m. – 11:30a.m. Resume Critique 9:30a.m. – 12:00p.m.	28 Interviewing 9:30a.m. – 11:30a.m.	29 TapDance Timed Typing Test

Former Offender Pipeline to Employment Seminars | March 4th – 15th | 9 a.m. – 12 p.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 Resource Room

<p>Ability Profiler</p> <p>Ability Profiler can help you learn more about your abilities and see how they compare in careers that interest you.</p> <p>Completion of Career Cruising Match-maker and My Skills assessment is a prerequisite.</p>	<p>LinkedIn</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>You will need an email prior to the workshop</p>
<p>Soft Skills</p> <p>Some of the most important professional skills for workers and employers alike simply can't be taught in a classroom or measured on paper. Soft skills are intangible and difficult to quantify. These traits are called soft skills and they're more crucial to your job search and overall career than you think.</p>	<p>Write an Effective Resume</p> <p>This workshop focuses on the elements, styles, and formatting options for creating a "Results Driven" effective resume.</p> <p>A resume will not be prepared in this workshop</p>
<p>Interview Stream</p> <p>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.</p> <p>By Appointment only: Call (414) 389-6256</p>	<p>Job Search in the 21st Century</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>Intro to Computers</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>Keyboarding Practice Sessions</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>Choice, Change & Adjustment</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>Pipeline Resume & Letter of Explanation (LOE)</p> <p>Learn how to overcome gaps in work history. You will work with the facilitator to create a personalized Letter of Explanation (LOE) to use when applying for employment.</p>
<p>Mature Workers</p> <p>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</p> <p>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>Effective Job Search Strategies</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>Interviewing</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>Get Motivated!</p> <p>This interactive and motivational workshop is aimed to help you reach your goals on the journey to success.</p>	<p>Resume Critique</p> <p>Please call for an appointment time at (414) 979-9211.</p>

Name _____ Phone (_____) _____ - _____

Birth Date (MM/DD/YYYY) _____

Workshop Name _____ Workshop date _____

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